

NATIONAL FILTER MEDIA CORPORATION

<u>Location</u>	9 Fairfield Blvd. Wallingford, CT 06492	9 Fairfield Blvd. Wallingford, CT 06492
<u>Job Title</u>	Industrial Sewing Machine Operator	General Labor
<u>Hours</u>	M-F 6:30am – 3:00pm with overtime when available Full or Part Time (Full preferred) \$13.00 hr and up depending on experience, with room to improve We offer Medical/Dental/Vision benefits, along with free life insurance/short term disability benefits and 401K Vacation hours	M-F Full time only 6:30am – 3:00pm \$14.00/hour to start We offer Medical/Dental/Vision benefits, along with free life insurance/short term disability benefits and 401K Vacation hours
<u>Area</u>	Sewing	General
<u>Function</u>	Production	General
<u>Position Purpose and Objective:</u>	Operates various sewing machines to join parts of fabricated articles.	General laborer
<u>Supervision Received:</u>	Works under the direct supervision of the area supervisor and/or under the supervision of the Factory Manager.	Works under the direct supervision.
<u>Supervision Exercised:</u>	May supervise Factory Helpers as needed.	
<u>Essential Functions:</u>	<ol style="list-style-type: none"> 1. Prepares the readiness of the sewing machine. 2. Threads sewing machine with thread (bobbin and/or spool) required by sales order. 3. Operates various sewing machines to join parts of fabricated articles in accordance with SOP of sales order. 4. Starts the sewing machine, maintains the proper speed of the sewing machine and stops the sewing machine. 	<ol style="list-style-type: none"> 1. Identifies and retrieves the material to be cut. 2. Lifts the materials on the material role rack. 3. Assists in the spreading of fabric on cutting table preparatory to cutting. 4. Assists the Seamstresses in lifting and moving of materials. 5. Assists the Warehouse personnel in the stacking and retrieval of materials and equipment.

	<p>5. Guides the parts under the needle(s) following edges, seams, guides on machine bed, or markings on part.</p> <p>6. Watches for defects and notifies the supervisor when defects are identified.</p> <p>7. Cuts excess material and/or thread, using blade attached to machine or scissors.</p> <p>8. Responsible for the oiling of machine, changes needles or secures modifying attachments to machine as needed.</p> <p>9. Lifts and moves cut and sewn parts in assigned sewing areas as needed.</p> <p>10. Records time worked by sales order on time sheet.</p>	<p>Secondary Functions:</p> <ol style="list-style-type: none"> 1. Assists the area supervisor or Factory Manager as assigned. 2. Assists the shipping and receiving clerk, factory helper, warehouse personnel as assigned by the Factory Manager. 3. Lift and move cut parts in the sewing areas as needed. 4. May assist in performing duties in other areas as assigned in the absence of other employees as assigned by Factory Manager.
<p><u>Acquired Knowledge and Abilities:</u></p>	<p>Must be able to read and understand sales orders, standard operating procedures, and special instructions as needed. Must be able to read and use patterns/drawings. Must be able to use and understand basic measuring tools such as a tape measure, ruler and square. Must be able to operate various sewing machines, including the placing of spools of thread on spindle of machine and draws thread through machine guides, tensions and eye of needle. Must be able to insert bobbin into shuttle and draw the thread through slot in the shuttle wall and/or draw the thread through the guide and looper eye. Must be able to press knee lever, and/or depress pedal, and/or move hand lever to raise presser foot and/or spread feed cup. Must be able to use scissors and heat knife. Must be able to perform visual inspection of material per specification to select quality of material. Must be able to inspect the quality of sewing per specification. Must be able to work under minimum supervision.</p>	<p>Must be able to communicate and follow instructions. Must be able to understand sales orders and standard operating procedures. Must be able to use a table saw, straight-knife, heat-knife, and clipper heating machine. Must be able to mark parts at specified places to indicate assembly points, using chalk or pencil. Must be able to operate a hand truck. Must be able to place material into a warehouse as well as retrieve the material. Must be able to work with minimum supervision.</p>

<u>Minimum Qualifications:</u>	Must demonstrate proficiency in the operation and use of various sewing machines. Must be able to lift, carry, or pull 10 pounds. Must be able to read and write in English.	Must be able to read/write/speak fluent English. Must be able to read and work with a tape measure. Must be able to follow directions well. Must have an eighth grade education. Must be able to lift, carry, and/or pull 50 pounds.
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