



Job Description

Title: Seamstress
Reports to: Sewing Supervisor
Department: Sewing

Group:
Status: Non-Exempt
Pay Grade:

Purpose: Responsible for the fabrication and construction of curtains, acoustical banners, and other fabric related projects.

Basic Responsibilities:

- Assist in the construction of all soft goods. Basic duties of cutting, sewing, installing riveting and grommets, folding and manipulating small to large panels.

Additional Responsibilities:

- Other duties as requested or assigned.

Knowledge, Skills, Abilities:

- Able to use single needle heavy duty industrial machines, sewing, rivets, grommets, etc.
- Work with heavy velour's, other fabrics and related soft goods
- Able to lift and maneuver 20 -30 pounds.
- Ability to work in team environments.

Education and Experience:

- Basic math skills

Training Requirements

<u>Training</u>	<u>Type</u>	<u>Location</u>
New employee orientation	Formal	Internal
Facility Tour	Formal	Internal
Company Profile	Formal	Internal
Safety Training	Formal	Internal