

Upper Midwest Sleep, LLC

Sewing Machine Operator/Half Capper Job Description

JOB SUMMARY:

Assemble Mattress Borders/Half Caps per established work instructions using sewing machine. Sewing machine operation includes using foot lever and hand control.

JOB PROCEDURE:

- Obtains pre-cut border
- Inspects border for flaws, skips and splices
- Sews ends of the border together
- Review Law Tag for mattress size and style of tape to be used
- Sew appropriate size Panel Cloth material to border
- Inspect finished product for flaws and skips
- Place finished product in cart for folding

DUTIES & RESPONSIBILITIES:

- Performs minor maintenance on machines as needed including re-threading and replacing of needles as necessary
- Maintains supplies for work area
- Repair or Redo work to product specification
- Repair of warranty work as needed
- Performs all duties according to established safety and efficiency procedures
- Maintains workstation in a neat, clean and orderly fashion
- Sorts, folds and stacks borders as needed
- Folds and sorts half-caps when needed.

PHYSICAL REQUIREMENTS:

- Use of hands and fingers (grasping, handling and feeling), reaching with hands and arms with eye hand coordination
- Ability to sit, stand, walk, stoop and kneel (standing and/or sitting for extended periods), often bending and twisting.
- Close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus.
- Ability to speak and communicate effectively with the ability to read and interpret details and documents such as safety rules, procedure manuals, operations and maintenance instructions and labeling.
- Ability to lift, carry, push or pull objects up to 25 lbs.
- Able to work around noise, moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust.

I have received, reviewed and fully understand the job description for “**Sewing Machine Operator/Half Capper**” As an employee of the facility, I understand that I am responsible for the satisfactory execution of the essential functions therein and acknowledge that I have no limitations or medical condition that would prevent me from fulfilling them. Furthermore, I understand these are intended as guidelines and may change over time, and that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee Signature

Date

Employee printed name

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Training Requirements:

Date Trained:

By: (Trainer Signature)

1. Sewing Machine Safety Training
2. Proper Lifting Training
3. Production Order Training
4. Personal Safety Training

This job description is not intended to be an exhaustive list of all duties or responsibilities associated with the job. Other job-related duties may be assigned.