

Upper Midwest Sleep, LLC

Inspecting, Labeling and Patching Job Description

Job Summary:

Measuring quilted panel for size accuracy. Patching of covers with skips or other flaws. Labeling quilted panel accurately and loading on appropriate cart.

Job Procedure:

1. Read work order to determine labels necessary
2. Print labels if necessary
3. Place panel on work or sewing table
4. Check size accuracy
5. Inspect panel for skips or flaws
6. Patch over if necessary
7. Label panel with appropriate size and model of bed
8. Move panel to next work or storage area, typically a cart, as determined by work order

Responsibilities:

1. Maintain labels, thread and other supplies for work area
2. Repair of own mistakes
3. Redo work to meet correct product specifications
4. Maintaining a clean and safe work environment
5. Learning to serge panels
6. Practice good handwriting
7. Other duties as necessary

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 50 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 “**Inspecting, Labeling & Patching**”. 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 Name (print)

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Training Requirements:

Date Trained:

By: (Trainer Signature)

1. Production Order Training
2. Proper Lifting Training
3. 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.