

Upper Midwest Sleep, LLC
Sewing Specialty Mattress Covers/Special Sewing Projects
Job Description

Job Summary: Run materials through serger or sewing machine to create special mattress covers or complete special sewing projects within the factory.

Job Procedure:

- Obtain materials
- Load and feed material through serging or sewing machine
- Operate serging machine
- Move material to storage area or cart for the next department
- Learn to be proficient at creating, cutting, and serging specialty covers
- Learn to cut materials based on pattern
- Sew specialty mattress covers
 - Fabric mattress covers
 - Vinyl covers for dorm and hospital beds

Responsibilities:

- Maintain thread and other supplies for work area
- Maintaining a clean and safe work environment
- The ability to lift 15-20 pounds repeatedly throughout the course of the shift
- Cross-training: learn embroidery machine and doing handles
- Other duties as necessary

Employee Signature: _____ Date: _____

Employee Name (print)

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<u>Training Requirements:</u>	<u>Date Trained:</u>	<u>By: (Trainer Signature)</u>
1. Sewing Machine Training	_____	_____
2. Serging Machine Training	_____	_____
3. Proper Lifting Training	_____	_____
4. Production Order Training	_____	_____
5. 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.