

EMBROIDERY GURU

Position Overview: The Embroidery Guru operates embroidery machines to produce high-quality embroidered products while meeting production deadlines. This role reports to the Operations Exec and is responsible for machine maintenance, quality control, and efficient order completion.

Compensation: \$12.30 - \$15.38 per hour

Key Responsibilities

Machine Operation & Maintenance

- Prepare machines daily for production
- Perform full oil maintenance once a week and needle bar maintenance every two weeks
- Efficiently hoop products correctly for optimal results
- Maintain efficiency while running products on machines
- Utilize and empty thread boxes under machines
- Ensure all thread spools are stored in their proper boxes

Production & Quality Control

- Meet all Haymaker deadlines for every order
- Follow all work order details accurately
- Inquire with Stitch Lead about any questionable details
- Maintain high quality while running and cleaning products
- Complete orders with proper procedures for full completion, replacements, or ruins
- Upload accurate product pictures
- Add relevant production notes for work orders

Order Completion & Organization

- Prepare all finished orders for shipping or pick-up
- Place completed orders in appropriate areas based on delivery type
- Empty trash daily
- Maintain a clean and organized work area
- Clean up before leaving work
- Follow proper procedures for all relevant processes

General Responsibilities

- Give 100% effort and maintain a positive attitude
- Take initiative on tasks that advance EEVOLVE's mission