



## JOB DESCRIPTION – PRODUCTION ASSOCIATE

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### POSITION SUMMARY

To earn the respect of your Co-workers and Customers while continually improving yourself by becoming a “Sew Expert” and, honouring the Company’s promise of delivering quality alterations “*On Time Every Time*”

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### RESPONSIBILITIES

#### Culture

*Can interpret and explain our:*

- Values
- Beliefs
- Behaviour

#### Professional

- Maintains a well groomed appearance
- Is punctual for scheduled work shift
- Is flexible when needed

#### Honour Operating Philosophies

- Back to Basics
- Right Away, Same Day, Next Day
- On Time, Every Time

#### Honour Production Standards

- Complete the first alteration on rack equal to your skill sets
- Assist customers when necessary
- Give rushes priority

#### Can Sew

- Quality workmanship
- Train with becoming a “Sew Expert”
- Turnaround the garment “*On Time, Every Time*”
- Prepping

#### POS (Point of Sale)

- Log In
- Process sale
- Log out

#### Administration

- Paperwork (back)
- Company policies & procedures
- Payroll (optional)
- Equipment maintenance

#### Personal Growth

- Individual production Magic #
- Self-improvement

#### Working Conditions:

Physical requirements include standing, bending for pinning needs, and focused concentration when sewing.