



# Example of Embroidery Machine Operator Job Description

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Our company is growing rapidly and is looking for an embroidery machine operator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for embroidery machine operator

- Basic communication skills in speaking, reading and understanding English
- Inspect product visually for defects prior to embroidering
- Provide daily, basic machine maintenance such as oiling and tension adjustments
- Ability to multi task as you will be responsible for running a pod of three, high speed embroidery machines
- Clean, fold QC, press and bag item
- Using embroidery machine to print onto caps, tote bags, clothing or other similar material
- Inspect finished product, make any necessary changes
- Ensure quality is correct
- Responsible daily, per shift, for ensuring proper graphic placement and graphic sew-out as requested on grid sheets and shown on color copies
- Responsible for correct STAR production and accurate recording onto Embroidery paperwork

## Qualifications for embroidery machine operator

- Practice safety in the work place
- Basic language and communication skills in reading, speaking and understanding English
- Ability to stand and/or walk or up to 7 hours a day

- Ability to work in a fast paced environment and meet the quality and performance standards of the position