

## JOB SUMMARY:

The Screen Printer is responsible to set-up and operate assigned screen-printing machines as directed. Potential machines for use: Automatic Machines (M&R), Manuals.

## ESSENTIAL DUTIES & RESPONSIBILITIES (includes other duties as required):

- Maintain machine and area clean, neat, and organized.
- Follow machine schedule of orders set by leadership to be produced.
- Review order information, art size, pallet size, screens for defects, and other basic information prior to starting setup on machine. Report any issues to leadership.
- Inserts and aligns screens into machine.
- Ensure dryer speed and temperature are appropriate for fabric and ink type in order to prevent migration issues.
- Add correct ink color and type of ink to the screen(s) based off the CAD.
- If assigned an automatic machine, adjust print head speed, pressure, and angle as needed.
- If assigned an Abacus or manual machine, use squeegee to deposit the ink onto the garment. Control speed, pressure, and angle as needed.
- Prints test pieces to confirm proper registration, ink coverage, and artwork reproduction. Once good, print an actual piece for approval.
- Once approved, load and unload garments onto machine at appropriate pace that maximizes productivity and meets or exceeds quality expectations.
- Take corrective actions if issues develop during the print run.
- Completes production documentation, as required.
- Meets individual and department productivity and quality goals.
- May be cross trained in other areas of the department based on business needs.

## SKILLS/QUALIFICATIONS/EDUCATION/LICENSES & CERTIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read and understand verbal instructions.
- Ability to operate a screen-printing machine.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others, or which impose undue hardships on the organization.

- Physical requirements needed to perform the job:
  - Ability to hear and communicate verbally.
  - Ability to see and distinguish colors and shades.
  - Ability to stoop, crawl, reach, handle and manipulate objects and materials.
  - Ability to stand and walk for long periods.
  - Ability to lift up to 40 lbs.
- Hearing protection is required for certain operations and is provided.
- Gloves are provided for hand protection.
- Safety glasses / goggles are provided for eye protection.

#### WORK ENVIRONMENT:

- This position works in a non-temperature-controlled warehouse. It can be hot in the summer and cool in the winter.