



JOB DESCRIPTION

Moore SC

Job Title:	Cutting Assistant	Department:	Production -Cutting
Reports To:	Production Manager	Job Type:	Hourly non-exempt
Effective Date:	May 17, 2013	Revision Date:	

A. JOB OVERVIEW

The efficient production of cut fabric components for production manufacture; and to assist with the duties of the Cutter.

B. QUALIFICATIONS REQUIRED

- High School Diploma or GED preferred
- Experience working in a manufacturing / production environment

C. CORE COMPETENCIES

- Able to work closely with others on dual operating machine.
- Ability to read and understand drawings
- Have good eye-hand coordination.
- Able to work standing all day.
- Capability to lift 50lbs.
- Basic math and measuring skills
- Ability to be cross-trained to do many jobs in plant.
- Ability to work with teammates.
- Computer literate such as basic Word and Excel skills.

D. KEY JOB RESPONSIBILITIES

- **Help perform the following task with mentoring from the Cutter!**
Demonstrate the ability to start machine and fully boot.
Identify the different types of material.
Load computer with proper disk.
Verify pieces cut pieces.
Fold pieces appropriately.
Identify pieces when cutting process is complete.
Requisitioning material to be used.
Inspecting all material used.
Laying out patterns to be cut in most efficient manner to minimize scrap.
Laying materials in correct order.
Cutting of material
Maintaining and correcting patterns.
Making new patterns when necessary.
Participating in the design of new products.

Making efficient use of any scrap.
Listing work done on production sheet daily.
Keep area clean.
Keep tables in proper working order.
Maintain equipment used in cutting.
Labeling all unused rolls of material.
Keep cut material clean and stacked in order.
Maintain production levels set by supervisor.

E. SAFETY & QUALITY RESPONSIBILITIES

- Ensure all safety and non-safety plant rules and regulations are followed.
- Ensure adherence to established quality (applicable ISO) and housekeeping (5'S) standards.

Authority to prevent occurrences of non-conformances in product, process, and/or systems; identify and record any problems; initiate, recommend or provide solutions and control quality.

The above statement reflects the general details considered necessary to describe the principle functions of the job identified, and shall not be considered as the detailed description of all work required in the job.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Name (Print)

Supervisor's Signature

Date