



STONYHURST

Job Description

Job Title: Sewing Machine Operative

Department: Sewing

Key Tasks and Responsibilities

1. To carry out all work of a tailoring nature including the repair, alterations and marking of clothing and the proper recording thereof.
2. To carry out the making and repair of soft furnishings.
3. To ensure that you maintain an adequate supply of stocks for the performance of your duty.
4. To report any machine faults or breakdowns
5. To record and process all items of dry-cleaning as required.
6. To carry out other such reasonable duties as requested
7. To ensure that your workplace is kept in a clean, tidy and safe condition.
8. To ensure the security of the tailoring department at the end of each working day.

Person Specification

1. Previous experience of using an industrial flat bed sewing machine
2. Previous experience of all areas of sewing
3. A motivation to work with children and young people
4. To have good interpersonal skills and the ability to work well as part of a team
5. Be friendly, confident, well-presented and customer-focused
6. Be reliable, punctual and self-motivated