



DE Machine Operator

What is it?

Position Summary

The Direct Embroidery Machine Operator is responsible for sewing all direct embroidery products (garment, hats, bags, etc.).

Essential Responsibilities:

- Responsible for reviewing work orders to determine the type and accurate location of the embroidery design on product.
- Using Production sheet, keep a tally of total pieces produced each day.
- Observe machines while sewing to detect defects in stitching that might indicate the machine is malfunctioning.
- Will cross-train to be a back-up on other machinery when necessary.
- Responsible for making sure that the finished product is accurate, if unsure will follow the processes in place.
- Must maintain clean and organized work area and perform minor maintenance on equipment.
- When necessary will assist in cleaning, packing and shipping stitch out samples and garment orders.
- Regularly employs continuous improvement techniques and practices in all activities.
- Performs duties in compliance with Federal, state and local laws and regulations and adheres to all Penn Emblem policies and safety procedures.
- Performs other duties as required by business needs and as assigned by Production Manager and Plant Manager.



Picture of Work Environment



What are the openings?

1. 1st Shift DE Machine Operator hours for both regular and training hours 8am – 4:30pm
2. 2nd Shift DE Machine Operator hours for both regular and training hours 4:30pm – 1am

Penn Emblem is an embroider/manufacture that is in the process of a fully inclusive hiring effort to fill open positions. All individuals are welcome.

Please email resumes to PennEmblem@gritandflow.com

Building Information

- **Address:** 11199 Inland Ave. Mira Loma, CA 97452
- **General info:**
 - First floor manufacturing plant
 - Open concept ground floor that includes storage and production spaces
 - Small office spaces on the 2nd floor
 - Office space for leadership, open concept for admin
 - Sit down desks
 - 1 Break rooms



- Vending machines
- Microwaves
- Refrigerators
- Tables and chairs
- Filtered water
- Non-smoking facility, area outside on lawn

Transportation Information

- Riverside transportation authority
- Half mile walk to facility shuts down after 11 pm

Helpful Information on the Job Position

- Job coaches welcome
- No background checks depending on position (case-by-case basis).
- Drug screen required
- 2 10-minute paid breaks, half hour unpaid
- Clock in with badge
- COVID temp check pre-shift plus questions
- Multiple shifts available 7am through 1am
- Starting pay \$14/hour
- Position Full-time and Part-time
- Two weeks on the job training minimal, 1-year ramp up to full productivity
- No experience necessary

Preferred Application Process

Interviewing Process

- Pre-screen interview over Zoom
 - Discuss how you work best to align your skills with a Penn Emblem job.
 - Discuss any limitations and interests that will help us align you with a potential job.
 - Discuss how you interview best so we can provide you the accommodations you need to be your best self.
 - Discuss your availability.
- On-site interview with a Work-Based Interview
 - Interview Questions:



- Tell us about your work experience? What kind of company was it?
- What type of work environment do you prefer? Explain this work environment. (Fast-paced, loud, routine, constantly changing)
- What is your long-term work objective?
- If we ask your previous co-workers/boss to describe you, what would they say?
- What is your great strength?
- Why should we hire you?
- What is a Work-Based Interview?
 - A Work-Based Interview allows you to try different aspects of jobs here at Penn Emblem. It allows you to determine if you would enjoy the work and gives us a better idea of the job-fit for you. These are very casual and there is no performance expectation!

Training & Onboarding Process

On boarding process:

- Trainings on Mondays all orientation in morning
- All training on the job with a mentor
- 30 to 60 days on training but on-going for up to year
- Productivity goals ramp up over a year

Benefit Summaries

Benefits for Full-Time Employees

- Medical
- Dental and Vision coverage
- 75k life insurance provided
- Paid time off
- 401K plan

Culture

- Very Supportive Culture
- Family oriented and flexible
- Work hard, but have fun
- Music
- Loud environment

Dress Code

No offensive language on clothing, masks, no dangling jewelry, pants with no rips, closed toe shoes

