

Job title and description: **Operations Manager**

The Operations Manager will oversee the production and operational needs as directed in Screen Printing, Embroidery, Order Fulfillment, Direct-to-Garment Printing and other processes as needed.

Take initiative to ensure a high standard of quality control and output on all commodities

Oversee Logistics and Warehousing for all incoming and outgoing jobs

Help to refine, improve and perfect processes and procedures for assigned location

Ensure proper maintenance of building and environment for the facility

Manage and coordinate the operational flow of the facility

Ensure each stage of the order process is completed efficiently, accurately and in adherence with deadlines

Ensure safety protocols are followed and train staff on appropriate protocols

Work closely with executive team and production area management, must organize and clearly anticipate a production schedule which ensures adherence to deadlines

Ensure the ongoing safety and hazard perception of the production room and production equipment

Approve orders to restock supplies needed for all aspects of production

In coordination with the partner agency, supervise and provide accurate feedback to all participants and their support staff

Attend to all communications via phone, email and text daily

Train and oversee the work of Heads of Department

Conduct performance evaluations that are timely and constructive

Make recommendations for job changes for new and existing employees

Advocate for staff development

Attend at least 3 online, in-house or off site trainings annually

Job Type: Full-time

Pay: \$50,000.00 - \$60,000.00 per year

- Company name: Spectrum Designs Foundation
- Job location: Port Washington, New York
- Phone or email address for candidates to send resumes:
marissa@spectrumdesigns.org

- Job title and description: **Screen Print Operator**

Manage and operate Machinery directly responsible for apparel customization

Working closely with Supervisor and Operations Management, must organize and clearly anticipate a production schedule which ensures adherence to deadlines.

In coordination with supervisor, ensure a high standard of quality control and output on all commodities.

Ensure that all machinery required for production is maintained to a high standard. This includes daily maintenance and cleaning.

Create and refine any artwork needed for production and seek formal approval prior to full production.

In coordination with partner agency and supervisor, supervise and provide accurate feedback to all participants and their support staff.

Ensure the ongoing safety and hazard perception of the production room and production equipment.

Ensure the general safety of all employees and those entering the production room.

In coordination with supervisor, ensure that supplies needed for all aspects of production are well stocked.

Attend to all communications via phone, email and texts daily.

Take initiative to increase quality control of the overall production.

Attend and advocate for staff development and training that promote the overall quality of the programs activities.

Job Type: Full-time

Pay: \$30,000.00 – \$34,000.00 per year

- Company name: Spectrum Designs Foundation
- PPAI membership number: **673690**

- Job location: Pleasantville, New York
- Phone or email address for candidates to send resumes:
marissa@spectrumdesigns.org