

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 program's activities.

Job Type: Full-time

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

Job location: Pleasantville, New York

Company Name: Spectrum Designs Foundation

Phone or email address for candidates to send resumes: [marissa@spectrumdesigns.org](mailto:marissa@spectrumdesigns.org)