

# Employee Requisition Form

**Position to Be Filled:** Seamstress

**Purpose:** Work closely with the Wardrobe Supervisor in maintaining the inventory of all uniforms and costumes for employees including assignment, tailoring and mending.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Contribute to the positive image of the Tachi Palace Hotel and Casino by maintaining all uniforms and costumes in good condition. This includes measuring employees, sewing, tailoring and mending all uniforms and costumes
- Contribute to the availability of uniforms and costumes for each position based on projected numbers of employees in each classification by maintaining and inventory by type and basic sizes, tailoring as needed
- Contribute to an adequate inventory of material and sewing supplies by monitoring supplies on hand and advising the supervisor of items needed
- Advise the supervisor of uniforms and costumes needed by type and size to replenish inventory
- Minimum 2 years experience in commercial sewing or seamstress
- High School Diploma

<b>Reports To:</b>	<b>Wardrobe Supervisor</b>
<b>Starting Rate of Pay:</b>	D.O.E
<b>Approximate Hours:</b>	40
<b>Date Needed:</b>	ASAP
<b>Filling Deadline:</b>	Open Until Filled

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Recruitment Representative

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Date Posted