



Employee Requisition Form

Position to Be Filled: Seamstress

Responsible: for working 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 availability of uniforms and costumes for each position based on projected numbers of employees in each classification by maintaining an 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.
- Ensure compliance with all Human Resources policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- Any other duties as assigned.
- High school diploma or general education degree (GED) required.
- Minimum 2 years experience in commercial sewing or seamstress
- Any other duties as assigned.

Reports To: Wardrobe Supervisor
Approximate Hours: Full time

