
Functional Title:	Alteration Tailor	Job Code:	0001-CS260
Classification Series:	Alterations	Band/Zone:	E2
Department:	Housing, Dining & Guest Services	FLSA:	Non exempt
Date:	September 18, 2006		

General Function:

Performs a variety of moderately complex tasks related to altering and repairing ready-to-wear garments.

Characteristic Duties and Responsibilities – Essential Functions:

1. Determines necessary alterations and repairs; takes measurements, fits garments and records required alterations and instructions.
2. Repairs or replaces defective garment parts such as pockets, collars, and linings. Mends tears.
3. Performs alterations such as creating additional buttonholes, adding buttons, shortening or lengthening hems and sleeves, and expanding or narrowing garment parts such as waist or chest.
4. Conducts inventory of supplies and orders sewing supplies as needed.
5. Organizes inventory of uniform stock.
6. Coordinates embroidery orders for uniform shirts

Reporting Relationships:

Direction Received: Reports to department supervisor.

Direction Given: None.

Minimum Requirements:

Requires a high school diploma or GED and one year of related experience sewing and making alterations, or an equivalent combination of education and experience. Ability to operate sewing machine may be required.

Knowledge, Skills, Abilities, and Worker Characteristics:

Intermediate sewing skills; basic math skills; ability to take measurements; attention to detail.

Working Conditions:

May require occasional lifting of materials weighing up to 25 pounds. Position involves repetitive motions. Requires basic hand/eye operations and accuracy.