C O T T O N W O O D , I N C O R P O R A T E D

JOB DESCRIPTION

Revised: 2/19

**DEPARTMENT:** Work Services  **JOB TITLE:** Work Services Sewing Machine Operator

**JOB SUMMARY:** Assemble and sew cargo tie-down straps through a process of steps provided through a routine system. Responsible for providing team support and fostering accuracy and excellence in producing a quality product.

**QUALIFICATIONS:** Previous sewing and production experience is desirable.A production-related work experience background and/or experience in working with individuals who are developmentally disabled is also desirable. Must have a valid driver’s license and a driving record acceptable to Cottonwood’s insurance carrier. Must have ability to lift and carry as much as 40lbs and provide physical interaction as trained in managing behavioral issues. A flexible attitude is essential.

**SUPERVISION RECEIVED:** Work Services Sewing Manager

**SUPERVISION GIVEN:** At times may supervise consumers

**THIS POSITION IS:** Non-Exempt.

**JOB RESPONSIBILITIES:**

\*1. Receive work instructions detailing specifications of product to be produced. Must be able to read and understand specifications.

\*2. Must be able to follow work instructions and diagrams to assemble and sew cargo tie-down straps, guiding the strap under machine needle and stitching the appropriate pattern.

\*3. Receive instructions on operating sewing machine. Must be able to understand proper operations of sewing machine including proper threading, bobbin placement, proper placement of needle, and proper adjustment of the machine.

\*4. Prepare work to be accomplished by gathering, sorting, and inspecting material for flaws.

\*5. Must be able to produce at a normal rate while producing quality products.

\*6. While sewing, must be able to observe machine operations, detecting any malfunctions, broken needles, thread running out, and stitches not sewing smoothly.

\*7. Must be able to inspect finished product for no flaws, no unfinished sew patterns, and ratchet and hook placement to be correct, then place into a tote.

\*8. Must be able to lift, push, pull, or move up to 50 lbs.

\*9. Must be able to sustain frequent sitting for prolonged periods of time.

\*10. Be punctual, assuring that absences do not adversely affect the program and production needs of the department and unduly burden co-workers.

\*11. Must be able to tabulate and document daily productivity records.

\*12. May be required to perform other production or packaging operations, including quality checking on the cargo tie-down strap packing line.

\*13. Will be required to take necessary training to provide coverage or assist Work Services Coordinators/ Supervisors as needed.

\*14. Responsible for knowing, understanding, and adhering to agency and department safety policies and procedures.

\*15. Maintain work area in a neat, clean, orderly, and safe manner.

\*16. Set wholesome, appropriate model for consumers and staff.

\*17. Develop ***caring relationships*** with each individual you work with using ***lavish praise*** and positive

 reinforcement.

\*18. Demonstrate the ***five and fifty rule***—greeting everyone when they are within five feet and smiling

 when they are within fifty feet.

\*19. Collaborate and problem-solve with other staff in a professional manner. Promote team

 participation and negotiation and follow through with assigned responsibilities.

\*20. Must be able to operate a pallet jack.

\*21. This position will perform other duties within the guidelines of this job description as assigned by the supervisor.

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

Sewing Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

Senior Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

Work Services Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Administrator of Services:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

C.E.O.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

**This Job Description does not provide the basis for an employment contract. It is intended solely to outline the qualifications and responsibilities associated with this position. These qualifications and responsibilities may be changed at any time to support and enhance the Agency's successful achievement of its mission.**

**\* Essential Functions**

**C O T T O N W O O D , I N C O R P O R A T E D**

# PERFORMANCE PLANNING AND EVALUATION

##### NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEPARTMENT:** Work Services **JOB TITLE:**  Work Services Sewing Machine Operator

**PROCEDURE:**

 1. A performance planning and evaluation conference will be scheduled between the employee and supervisor. This will be done at least annually and at any time when there is a need to add additional responsibilities or change current responsibilities.

 2. During the conference: a) The employee's job description will be reviewed. b) The current job responsibilities will be discussed and reviewed. c) The employee's performance outcomes will be reviewed, the rating will be discussed, and additional comments or suggestions will be noted. d) The employee's strengths and any suggested improvements will be discussed. e) Changes in responsibilities and/or new responsibilities to be added for the next performance period will be planned. Any additional goals will also be discussed and documented.

# P E R F O R M A N C E E V A L U A T I O N

LEVELS OF ACHIEVEMENT

3-Exemplary 2- Good Work 1-Needs Improvement

Scores of “1” and “3” require a comment

##### PERFORMANCE OUTCOMES RATING

\*1. Receive work instructions detailing specifications of product to be

 produced. Must be able to read and understand specifications.

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\*2. Must be able to follow work instructions and diagrams to assemble and sew

 cargo tie-down straps, guiding the strap under machine needle and stitching

 the appropriate pattern.

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\*3. Receive instructions on operating sewing machine. Must be able to understand

 proper operations of sewing machine, including proper threading, bobbin

 placement, proper placement of needle, and proper adjustment of the machine.

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\*4. Prepare work to be accomplished by gathering, sorting, and inspecting

 materials for flaws.

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\*5. Must be able to produce at a normal rate while producing quality products.

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\*6. While sewing, must be able to observe machine operations, detecting any mal-

 functions, broken needles, thread running out, and stitches not sewing smoothly.

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\*7. Must be able to inspect finished product for no flaws, no unfinished sew patterns,

 and ratchet and hook placement to be correct, then place into a tote.

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\*8. Must be able to lift, push, pull, or move up to 50 lbs.

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\*9. Must be able to sustain frequent sitting for prolonged periods of time.

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\*10. Be punctual, assuring that absences do not adversely affect the program

 and production needs of the department and unduly burden co-workers.

 3-Exemplary (0-3 days) 2-Good Work (4-7 days)

 1-Needs Improvement (8 or more days)

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\*11. Must be able to tabulate and document daily productivity records.

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\*12. May be required to perform other production or packaging operations,

 including quality checking on the cargo tie-down strap packing line.

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\*13. Will be required to take necessary training to provide coverage or assist

 Work Services Coordinators/Supervisors as needed.

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\*14. Responsible for knowing, understanding, and adhering to agency and

 department safety policies and procedures.

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\*15. Maintain work area in a neat, clean, orderly, and safe manner.

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\*16. Set wholesome, appropriate model for consumers and staff.

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\*17. Develop ***caring relationships*** with each individual you work with using

 ***lavish praise*** and positive reinforcement.

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\*18. Demonstrate the ***five and fifty rule***—greeting everyone when they are

 within five feet and smiling when they are within fifty feet.

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\*19. Collaborate and problem-solve with other staff in a professional manner.

 Promote team participation and negotiation and follow through with

 assigned responsibilities.

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\*20. Must be able to operate a pallet jack.

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\*21. This position will perform other duties within the guidelines of

 this job description as assigned by the supervisor.

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 **TOTAL NUMERICAL SCORE: \_\_\_\_\_\_**

**AVERAGE SCORE** = \_\_\_\_\_\_\_

Total added score divided by number of outcomes

**PERCENT SALARY INCREASE:** \_\_\_\_\_\_

**PLANNING OUTCOME**

**PRINCIPAL STRENGTHS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUGGESTED IMPROVEMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PROGRESS MADE ON LAST YEAR’S GOAL(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**GOAL(S) FOR THE COMING YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUPERVISOR'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**EMPLOYEE'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CHANGED RESPONSIBILITIES:**

**ADDED:**

**DELETED:**

**ADDITIONAL GOALS:**

**Training expiring in next 12 months:**

Mandt Date Expiring\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medication Administration Date Expiring\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CPR Date Expiring\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Aid Date Expiring\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you received any traffic citations in the past year? \_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, please describe:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Proof of current personal auto insurance attached:\_\_\_\_\_

Bloodborne Pathogen Review: \_\_\_

Personnel Action Request: \_\_\_

Required In-Services Completed: \_\_\_

Corporate Compliance Policy Reviewed\_\_\_\_

Harassment Policy Reviewed:\_\_\_\_\_

Convert sick time for pay?\_\_\_\_\_\_\_

 Employees may choose to convert up to 6 days of sick leave for up to 3 days’ pay, provided this leaves at least 20 accumulated sick leave days. A PAR must be completed and the original sent to HR.

Do you need to update any of your “Emergency Contact” information?\_\_\_\_\_

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sewing Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Services Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Administrator of Services:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

C.E.O.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Revised: 2/19

**Cottonwood, Inc. Code of Ethical Conduct**

This Code of Ethics embodies certain standards of conduct for Cottonwood, Inc. including staff members and boards of trustees as the work of the organization is carried out daily. In abiding by this code, it is understood that staff and board members view his or her obligations in as wide a context as the situation requires, taking all the principles into consideration and choosing a course of action consistent with the spirit and intent by which they were created.



**T** I shall promote inclusion and equitable **TREATMENT** for all people.



**H** I shall be **HONEST** in all communication and marketing endeavors internally and externally.



**U** I shall do my **UTMOST** to inform and advocate for the individuals served.



**M** I shall provide **MISSION** based supports and services with integrity, compassion, and respect for all individual differences and choices as a member of a well trained, competent and diverse staff.



**B** I shall adhere to professional **BOUNDARIES, act with integrity** and promote excellence for all staff.



**S** I shall serve as a responsible **STEWARD** for public and private funds, committed to the highest standards of conduct in all business and fiscal relationships.



**U** I shall **UNITE** with individuals to promote choice, inclusion, growth and development.



**P** I shall respect the **PRIVACY** and confidentiality of persons served.

These concepts are woven throughout Cottonwood’s policies, job descriptions, corporate compliance plan, marketing, fiscal management, strategic planning, staff training, board orientation and performance reviews. They should be evident in all interactions with individuals served, co-workers, families, funders, and the public.

I am aware and will uphold the NISH Community Rehabilitation Program Ethical Standards, as listed on the back of this page.

If I become aware of any possible violations of the Code of Ethical Conduct, I should discuss it with my immediate supervisor, the Director of Human Resources, (785/840-1627) or another member of the Management Team.

I understand that violation of the Code of Ethical Conduct may be grounds for disciplinary action, up to and including termination.

Signature Date

Revised: 03/31/2009

NISH COMMUNITY REHABILITATION PROGRAM ETHICAL STANDARDS

The Ethical Standards developed by the NISH Board of Directors present standards of conduct expected of NISH Affiliated Community Rehabilitation Programs. Whether a NISH Affiliate organization has an AbilityOne project or desires to participate in the AbilityOne program, these Standards represent essential qualities of conduct.

The Standards are:

1. We will treat people with disabilities with respect and put their aspirations and dignity first in the design and day to day operation of our organizations.
2. We will obey the law and regulations of the jurisdictions and authorities under which we operate, including Worker’s Compensation, OSHA, and the Department of Labor.
3. We affirm that we are duly organized, validly existing, and in good standing under the laws of the jurisdictions, and have all the power and government authorizations necessary to own and operate our assets and carry on our business.
4. We will assure that our employees and our governing body avoids conflicts of interest.
5. We will maintain a governance structure that promotes public confidence.
6. We affirm that neither our organization, nor officers or directors are presently prohibited from participation in transactions by any federal agency, or have been indicted or convicted of or had a civil judgment for commission of fraud, or other criminal offense in regard to performing a public contract.
7. We will qualify people with severe disabilities accurately and in good faith with AbilityOne Program regulations.
8. We will affirm current compliance and agree to continued compliance with all laws and regulations applicable to federal government contractors, as well as all laws and regulations pertaining to participation in the AbilityOne Program.
9. We will file accurate and timely reports, including Committee for Purchase Annual Report 404 and IRS 990.