

Position Description – Best Care Dry Cleaners

Position Title: Quality Control Inspector

Reports To: Production Manager

SUMMARY:

Responsible for the inspection of all garments to identify any deficiencies in cleaning, stain removal and pressing. In addition to this, the Inspector is responsible for ensuring that all clothing meets company standards, making minor repairs as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. With other duties as may be assigned.

- Know and follow safety practices
- Maintain clean organized work area
- Prepare work area, start up the computer
- Inspect equipment and notify management of any problems
- Know and have necessary supplies on hand
- Gather finished garments from various Finishing departments
- Visually inspect all garments for stains, damages, and necessary repairs
- Inspect all pressing to ensure that it has met quality standards
- Check buttons, buckles, and decorations, performing minor repairs when needed
- Read and follow any special instruction, stain removal, and repair tags
- Return problem garments to the correct staff member to remedy the situation
- Communicate effectively with co-workers to correct problem garments
- Scan bar codes on each garment, garment bags, household item
- Place items on the assembly conveyor according to computer instructions
- Unload completed orders, attaching invoice
- Prepare orders for the auto bagger, checking length of the plastic on each order
- Assisting co-workers to complete same-day garments

SUPERVISORY RESPONSIBILITIES:

This position requires the Employee to inspect the work of all other employees related to the cleaning, pressing and repairing of garments, ensuring that they are providing customers with quality that meets or exceeds company standards.

PERFORMANCE STANDARDS:

The Quality Control Inspector's performance is measured by their efficiency and effectiveness in identifying any deficiencies in stain removal and pressing and completing all same day orders in a timely manner.

QUALIFICATION REQUIREMENTS:

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Standing for long periods, walk, bending and reaching with hands and arms
- Able to tolerate heat from finishing equipment
- Good hand eye coordination
- Able to lift up to 25 pounds
- Knowledge of garment construction and fabrics
- Able to read special instruction tags, repair tags, invoices, notes in English
- Ability to communicate well with co workers
- Visual perception, close and colour vision
- Recognize colours, patterns, textures
- Able to use memory, concentration, problem solving
- Able to perform basic numeric calculations
- Able to be alert, precise and analytical
- Able to use good judgement and compare
- Ability to learn new software

Location: 1290 Kenaston Blvd.

Wage: \$14 per hour to start

Hours: Monday-Friday 9:30am-6pm

Apply with your Resume to : Lisa@bestcaredrycleaners.com