

Partner Information Packet



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Building Information

- **Address:** 11199 Inland Ave. Mira Loma, CA 97452
- **General info:**
 - First floor manufacturing plant
 - Open concept ground floor that includes storage and production spaces
 - Small office spaces on the 2nd floor
 - Office space for leadership, open concept for admin
 - Sit down desks
 - 1 Break rooms
 - Vending machines
 - Microwaves
 - Refrigerators
 - Tables and chairs
 - Filtered water
 - Non-smoking facility, area outside on lawn

Transportation Information

Riverside transportation authority

Half mile walk to facility shuts down after 11 pm

Job Descriptions

Penn Emblem Company has a variety of positions they would like to fill, below are some of the most sought after.

Clipper Position Summary: A Clipper will inspect finished emblems, verify that the product matches order, and then remove all loose threads. Verify quantity and inspect emblems at a rate of 400 pieces per hour and report productivity on production sheets.

Decoration Specialist Position Summary: The Decoration Specialist is responsible for receiving orders, locating, and pulling product items in the warehouse and fulfilling orders accurately and to customers' specifications. Will decorate garments, hats, blank products using heat press, sewing machine and any form of application needed to complete customer request and will bill fulfillment orders once shipped. Responsible for printing out labels for heat application orders, will remove stitching on garments and will cross-train to learn all customer accounts.

Screen Print Operator Position Summary: The Screen Printer Operator will print emblems for all TS same day orders. Ability to understand ink formulas and PMS colors. Perform first piece inspection and ensure excellent print quality by checking the substrate sheets to catch possible problems before it goes to press.

Shipper Position Description: The Shipper will process and prepare orders for shipment and receive incoming shipments from vendors and offshore production. Responsible for separating pick list(s) by customer and then match work orders with the correct pick list. Responsible for auditing every line from pick list to make sure order is complete, consolidate the shipment, if there are more orders for the same customer and then pack the order for shipment. Responsible for taking all orders to the correct UPS or Fed Ex station/area for shipment.

Single Head Operator Position Summary: The Single Head Operator will operate six single head machines and must be able to produce the required production standard. Scan the barcode on the orders to see in which machine the order can be placed and sort by sizes and adjust machine to insert work. Start, stop, and control the speed of the machine with a start/stop button and detect defective stitching and machine malfunctions.

Client Support Specialist Position Summary – A Client Support Specialist provides excellent customer care and support continuously employing a “the customer is ALWAYS first” attitude. Maintains a high level of accuracy, professionalism, courtesy and a positive attitude at all times. Takes full accountability and ownership of each customer interaction by providing appropriate, accurate documentation and appropriate follow-up to both customer and company management. Utilizes effective research skills and available resources (i.e. websites) to provide resolutions to Client discrepancies in a timely manner.

Helpful Information on the Job Position

All Jobs:

- Job coaches welcome
- No background checks depending on position can be a case-by-case basis
- Drug screen
- 2 10-minute paid breaks, half hour unpaid
- Clock in with badge
- COVID temp check pre-shift plus questions
- Multiple shifts available 5-530 to 1-130, 8-830 to 4-430, 5 pm to 1 am
- Starting pay \$14/hour
- Position Full-time and Part-time
- Two weeks on the job training 1-year ramp up to full productivity
- No experience necessary

Preferred Application Process

Position:

Paper application on-site with tour

After applying for the position, you can:

- Email Cesar Argueta at cesar@jamesemmettandcompany.com with the candidate’s name, the application and resume, and any information related to communication style and accommodations that will be requested during the interview
 - This will signify that the candidate is part of the initiative, help to ensure the application gets reviewed and allow us to provide any feedback
 - The candidate will then get an in-person on-site interview

Interviewing Process

- On-site interview
- Pre-screen interview with Cesar
- Half hour in length one-on-one with department supervisor
- Potential questions:
 - What are you looking for in a job?

- What do you think makes for a good employee?

Training & Onboarding Process

On boarding process:

- Trainings on Mondays all orientation in morning
- All training on the job with a mentor
- 30 to 60 days on training but on-going for up to year
- Productivity goals ramp up over a year

Benefit Summaries

Benefits for Full-Time Employees

- Medical
- Dental and Vision coverage
- 75k life insurance provided
- Paid time off
- 401K plan

Culture

- Very Supportive Culture
- Family oriented and flexible
- Work hard, but have fun
- Music
- Loud environment

Dress Code

no offensive language on clothing, masks, no dangling jewelry