



Clipper

What is it?

Position Summary

Clipper will inspect finished emblems, verify that the product matches order, and then remove all loose threads.

DUTIES AND RESPONSABILITIES:

- Must be able to read work order to determine what the emblem is supposed to look like.
- Verify quantity and inspect emblems at a rate of 400 pieces per hour and report productivity on production sheets.
- Must be familiar with all fabric color charts as well as floss/mhpol colors in order to perform inspection correctly.
- Prepare for shipping, bundle and put in plastic bag.
- Perform other work related projects as assigned by the lead/supervisor or plant manager.
- Adhere to all Penn Emblem Company policies and safety procedures.

Task & Environment Break-down

Static or Dynamic	Static
Physical Requirements	Sitting
Communication	Minimal
Noise	Loud around area
Smell	N/a
Fine Motor	Basic fine motor, small cut, attention to detail
Accessibility	Sit down job
Computer Skills	N/a



Independent & Team Oriented	Independent
Complexity	Minimal

Picture of Work Environment



What are the openings?

1. Clipper training hours: 8:00am -4:30pm and Regular hours 9:00am - 5:30pm
2. Clipper training hours: 8:00am -4:30pm and Regular hours 10am - 6:30pm

Penn Emblem is an embroider/manufacturer that is in the process of a fully inclusive hiring effort to fill open positions. All individuals are welcome.

Please email resumes to PennEmblem@gritandflow.com



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

Helpful Information on the Job Position

- Job coaches welcome
- No background checks depending on position (case-by-case basis).
- Drug screen required
- 2 10-minute paid breaks, half hour unpaid
- Clock in with badge
- COVID temp check pre-shift plus questions
- Multiple shifts available 7am through 1am
- Starting pay \$14/hour
- Position Full-time and Part-time
- Two weeks on the job training minimal, 1-year ramp up to full productivity
- No experience necessary

Preferred Application Process



Interviewing Process

- Pre-screen interview over Zoom
 - Discuss how you work best to align your skills with a Penn Emblem job.
 - Discuss any limitations and interests that will help us align you with a potential job.
 - Discuss how you interview best so we can provide you the accommodations you need to be your best self.
 - Discuss your availability.
- On-site interview with a Work-Based Interview
 - Interview Questions:
 - Tell us about your work experience? What kind of company was it?
 - What type of work environment do you prefer? Explain this work environment. (Fast-paced, loud, routine, constantly changing)
 - What is your long-term work objective?
 - If we ask your previous co-workers/boss to describe you, what would they say?
 - What is your great strength?
 - Why should we hire you?
 - What is a Work-Based Interview?
 - A Work-Based Interview allows you to try different aspects of jobs here at Penn Emblem. It allows you to determine if you would enjoy the work and gives us a better idea of the job-fit for you. These are very casual and there is no performance expectation!

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, pants with no rips, closed toe shoes