

Roles & Responsibilities

******General Manager Position******

- **Gain a thorough understanding of the technical aspects of all in-house production equipment/supplies for future training of staff including but not limited to:**
 - Automatic screen printing press(es)
 - *Electronic servo indexer
 - *Print heads ie: Flood bars, squeegees, stroke length, print & flood speed
 - Electric or gas powered Conveyer dryer
 - Flash units
 - Exposure unit
 - Output positive printer
 - Screen preparation: Coating emulsion, exposing, rinsing & drying.
 - Pre-press set-up
 - Post production take down
 - Screen reclaim

- **Actively engage in ways to enhance efficiency such as:**
 - Help to create screen printing schedule as it relates to the capabilities/requirements of the time needed to complete each job from start to finish
 - Strategic garment ordering from vendors to reduce confusion and to optimize the efficient use of warehouse space
 - Develop relationships with primary garment vendors regarding custom quoting on larger orders
 - Have an active role in evaluation and critique of staff
 - Shipping via Courier (UPS/Fed-Ex) and LTL (Estes, Saia, R&L, Conway etc.)
 - Tracking of production : error/scrap rate, daily log of production activity
 - Inventory of inks/chemicals/screens/adhesives/tools and order each as needed proactively in order to avoid a lapse in time without those supplies available
 - Help to set an employee schedule that eradicates or drastically limits any overtime
 - Helps to create a clear, uniform understanding of process/work flow, related to each order that is sustainable with a high likelihood of being repeatable
 - Help to set clear expectations of each position/employee and delegate tasks related to each position
 - Help to come up with unique/interesting ways to motivate staff
 - Do everything possible to schedule any personal/vacation time with as much lead time as possible