

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

SEWING ROOM ATTENDANT 1

DEFINITION

Under immediate to general supervision, constructs draperies, sews and mends clothing, linens and other articles in a state institution; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Sews and alters draperies for institution including measuring, cutting, pressing, making pleats and sewing hems.

Makes alterations to residents' clothing such as dresses, slacks, shirts and trousers to make them fit better by fitting the article of clothing to the resident, marking the necessary alterations and cutting and sewing the garment to complete the alteration.

Repairs residents' clothing as well as institution linens such as sheets, pillow cases, aprons, towels, tablecloths, draperies and other items in order to prevent unnecessary replacements including replacing zippers, buttons, sewing rips and darning holes.

Tags and marks residents' clothing with nametapes so that resident gets proper clothing; marks linens so that they go to appropriate place in the institution.

Cuts patterns and sews special projects for residents and the institution making many types of adaptive clothing and apparatus for residents such as heavier dresses and jumpsuits for residents who may tear clothing, special soft shoes for residents with foot problems, and chair supports for residents with posture problems.

Cleans and maintains sewing room and machines by oiling machines and seeing that necessary maintenance is done in order to promote safety and efficiency in the department.

COMPETENCIES REQUIRED

Knowledge of drapery construction techniques including: measuring window and determining appropriate fabric yardage, measuring and making pleats and hanging and weighting drapes.

Knowledge of basic mathematics including addition, subtraction, multiplication and division.

Knowledge of proper sewing techniques for various types of fabrics.

Knowledge of commercial sewing machines and the attachments used to sew various types of stitching.

Knowledge of sewing and mending techniques as they relate to the kinds of alterations and repairs required in an institutional setting.

Knowledge of various kinds of patterns and instructions for completing sewing projects.

Knowledge of basic sewing machine maintenance such as oiling and making minor repairs.

Ability to correctly make measurements for drapes, new or special clothing and restraints.

Ability to operate commercial sewing machines and various attachments as well as thermopatch machine, buttonhole machine and snap machine in order to sew and mend clothing, linens and draperies.

Ability to mend and alter residents' clothing, institutional linens and draperies so that they appear neat and are serviceable.

Ability to hand sew clothing, linens and draperies in order to mend tears, replace zippers and buttons and sew seams and hems.

Ability to follow patterns and verbal instructions in the manufacture of special garments.

Ability to communicate and interact with others in order to understand the kind of sewing and mending needed.

Ability to perform the work as demonstrated by successful performance through the probationary period.

Skill in using commercial sewing machines, thermopatch machine, buttonhole machine, snap machine and surge machine.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

No specific education or experience is required.

Effective Date: 10/14/83 KC