

	SKILL	COUNT-OUT	CATCHING	FINISHING	RECLAIM/SCREENS	JOB PREP/TOOLS
LVL1 0-3 months First week involves trainings, expectations, & clarifying day to day behavior.	Learning skills required while showing a reliable, proactive, & positive attitude.	<ul style="list-style-type: none"> independently read, follow, & execute schedule, work order & job pages identify & prioritize jobs that need to be counted out stage garment carts according to production schedule neatly & accurately count out & label small jobs <250 pieces inspect & troubleshoot incoming inventory for accuracy & irregulars 	<ul style="list-style-type: none"> read & follow work orders & production schedule count & QC every single printed shirt to identify misprints & irregulars communicate misprints/errors to press as fast as possible accurately catch, count, neatly stack & box small jobs <250 perform sprayouts & simple touchups on prints check cure on shirts verify all PMS color matches 	<ul style="list-style-type: none"> read & follow finishing schedule & instructions on work orders load, catch & stack shirts with automatic folding machine while QCing each shirt ranger roll, bag-n-tag, hang-tag, flip-fold, sticker shirts neatly box finished orders for shipment, check item counts for accuracy & label correctly 	<ul style="list-style-type: none"> safely handle screens without damaging or popping mesh remove tape & ink from screens & prep for reclaim identify different inks & put in proper container reclaim minimum 6 screens/hr cleanly & accurately tape screens for press keep reclaim clean & organized use minimum amount of water & chemicals necessary 	<ul style="list-style-type: none"> read & follow production schedule safely handle screens without damaging or popping mesh clean all tools & put away <i>prior to being needed for jobs</i> cleanly & accurately tape screens for press differentiate between screens & meshes differentiate between different colors & types of inks maintain clean work area
LVL2 3-12 months	Shows passion for amazing shirts & swag. Pride in putting out an excellent product, continues to learn & improve multiple skills while striving to do the right thing.	All of the above and: <ul style="list-style-type: none"> can be trusted to work on large or complex jobs due to consistency, accuracy & neatness work with receiver to quickly handle incoming priority jobs 	All of the above and: <ul style="list-style-type: none"> accurately catch, count & neatly stack medium jobs @750hr accurately bundle & neatly box & label finished orders move caught garments to next stage according to schedule load folding machine off of dryer @750hr check for correct dryer temperatures judge ink colors & intent of print against proof 	All of the above and: <ul style="list-style-type: none"> load, catch or stack short runs with automatic folding machine off dryer minimum 500/hr while QCing every shirt operate & troubleshoot automatic folder & bagger bag/tag, fold/roll, ranger roll garments @<20sec ea apply hang-tags @<10sec ea apply 1 color foil 	All of the above and: <ul style="list-style-type: none"> read & follow production schedule check with screen room for mesh priorities independently reclaim minimum 10/hr work in teams to achieve higher reclaim rates identify & troubleshoot difficult reclaim issues clean & put away ink containers assist in tear out independently operate Uni-Kote 	All of the above and: <ul style="list-style-type: none"> prep job carts for orders with screens, inks, tools stage job carts & tools for presses according to schedule assist in tearout identify & fix squeegees that need replacing operate Qwik-Clamp mix stock Plastisol colors
LVL3 6-15 months	Displays above average performance, has a "fighting for better" attitude, encourages teammates to do the same, upholds extremely high levels of quality with enthusiasm & consistency.	All of the above and: <ul style="list-style-type: none"> accurately count out & prepare any job style that needs to be counted count-out high priority orders extremely quickly maintaining high accuracy rates adapt to changes to schedule & work with press ops, managers, & other team members of the team on staging, prepping for increased production 	All of the above and: <ul style="list-style-type: none"> accurately catch, count & neatly stack any size job, press speed or print location QC every shirt & help correct changes in ink colors, print location & orientation catch, QC, count, fold & box any print locations on any garment types accurately bundle, box & stage finished orders for shipping maintain focus & accuracy during peak production 	All of the above and: <ul style="list-style-type: none"> load, catch & stack any job on folding machine from dryer belt import excel files & print labels apply 2 color foil load & troubleshoot automatic stickering machine bag/tag, fold/roll, ranger roll garments @<10sec ea apply hang-tags @<5sec ea assist in preparing shipments know when outside help is necessary to finish projects help develop new finishing techniques 	All of the above and: <ul style="list-style-type: none"> identify & prioritize screens needed for production assist in stretching & prepping new screens identify & patch screen holes burn & rinse screens identify & help solve emulsion performance issues identify need for & when to use multiple emulsion types 	All of the above and: <ul style="list-style-type: none"> watch presses & lead team to assist in press turnover at appropriate times prep or mix & kind of inks needed for press (plastisol, water base, discharge, SFX) adjust or suggest different inks to match customer expectation when necessary monitor ink levels & performance in production runs
LVL4 12-24 months	Understands entire process. Viewed by teammates as a leader. Critically thinks to solve problems. Enjoys training & improving skills of co-workers. Continually improves themselves & their department.	All of the above and: <ul style="list-style-type: none"> train & mentor newer employees on first 3 levels identify & prevent common counting errors help ensure all orders print on time by communicating frequently with On-Press Mgr develop better standards & accountability for count-out methods hold other team members accountable for accuracy 	All of the above and: <ul style="list-style-type: none"> train & mentor newer employees on first 3 levels improve new hire catching technique & speed develop more efficient & accurate catching methods help ensure all orders ship on time 	All of the above and: <ul style="list-style-type: none"> train & mentor newer employees on first 3 levels improve new hires finishing techniques & speed develop better finishing methods lead a small team to complete & ship finishing projects on time read ahead on schedule & help manager prepare for upcoming finishing projects 	All of the above and: <ul style="list-style-type: none"> train & mentor newer employees on first 3 levels develop better reclaim methods observe & conserve chemical usage in others troubleshoot & solve on-press screen issues troubleshoot & solve popped screen patterns 	All of the above and: <ul style="list-style-type: none"> train & mentor newer employees on first 3 levels independently move on to tasks which support the production schedule
LVL5 18-36 months	This person embodies Kotis' 5 core values, guides others to do a better job, is seen as a leader by teammates, strives to be an expert in the industry.	All of the above and: <ul style="list-style-type: none"> identify difficult orders & help count, stage & organize to prevent errors work directly with leads & managers to increase production speeds can cover for manager, lead or multiple other positions 	All of the above and: <ul style="list-style-type: none"> QC every shirt you see in the print shop whether it's on your press or not identify, troubleshoot & make judgment calls on misprints & IRs can cover for manager, lead or multiple other positions 	All of the above and: <ul style="list-style-type: none"> develop new finishing methods & styles to share w/ sales team prepare finishing area or change workflows for optimum efficiency solve issues with finishing equipment or supplies to keep schedule on track can cover for manager, lead or multiple other positions 	All of the above and: <ul style="list-style-type: none"> keep reclaim crew ahead of production perform all screen room duties can cover for manager, lead or multiple other positions 	X