

	SKILL	UNLOADING	LOADING	SETUP	AUTO PRESS OP	MANUAL PRESS OP
<b>LVL1</b> 0-3 months  First week involves training, expectations, & clarifying day to day behavior.	Learning skills required while showing a reliable, proactive, & positive attitude.	<ul style="list-style-type: none"> <li>QC every single shirt</li> <li>identify misprints, registration issues, pinholes, breakdown, lint, etc &amp; stop press</li> <li>separate misprints &amp; irregulars while communicating issues with loader &amp; catcher</li> <li>unload basic short runs @500/hr</li> <li>consistently unload less than 20 consecutive errors</li> <li>avoid all snapback issues</li> </ul>	MUST PASS LOADER TRAINING <ul style="list-style-type: none"> <li>consistently &amp; accurately load short runs of basic garments &amp; basic locations @500/hr</li> <li>independently analyze &amp; improve own loading techniques for straightness &amp; placement</li> <li>must maintain lower than 3% misprint ratio</li> <li>use press counter</li> </ul>	MUST PASS SETUP TRAINING <ul style="list-style-type: none"> <li>can put screens, tools in press &amp; test print to match the proof</li> <li>setup for standard tees, standard inks, standard locations</li> <li>verify all PMS color matches</li> <li>&lt;10 minutes per color</li> <li>send photo proofs</li> <li>solve all issues before production begins</li> <li>setup Manual, Sportsman autos</li> </ul>	MUST PASS AUTO PRESS TRAINING <ul style="list-style-type: none"> <li>setup, load, tearout full run when necessary</li> <li>minimize press downtime</li> <li>perform daily maintenance on press</li> <li>troubleshoot standard print run issues</li> <li>communicate needs to pre-press &amp; garments</li> <li>program &amp; correctly use all features of Sportsman presses</li> <li>program &amp; correctly use flashes to avoid scorching</li> <li>program &amp; correctly use dryers</li> </ul>	All Duties listed in requirements and: <ul style="list-style-type: none"> <li>setup &amp; print 1-4 color prints</li> <li>minimum 50/hr 1 color</li> <li>use flash safely &amp; correctly</li> <li>perform daily maintenance duties on press</li> <li>plastisol</li> <li>jersey tees misprints covered in loading level 2 requirement</li> </ul>
		LVL1 any entry level category	LVL1 any entry level category	LVL2 Loading	LVL1 Manual Op, LVL2 Setup	LVL2 Setup, Loading, Unloading
<b>LVL2</b> 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"> <li>unload medium runs @750/hr</li> <li>consistently unload less than 5 consecutive errors</li> <li>accurately unload non-basic locs</li> <li>identify &amp; fix standard in-print errors (lint, threads, pinholes, etc)</li> <li>identify &amp; fix on-press issues (undercured base, need glue, change pallet peel, etc)</li> <li>unload fleece &amp; spray glue pallets at production speed</li> <li>challenge loader/press op to make shirts better</li> </ul>	All of the above and: <ul style="list-style-type: none"> <li>actively analyze, discuss &amp; improve own &amp; others loading techniques to increase speed &amp; accuracy</li> <li>consistently &amp; accurately load medium size runs with medium placement &amp; garment difficulty @500/hr</li> <li>consistently maintain less than 2% misload rate</li> <li>monitor unloader quality</li> <li>assist in tearout after run</li> <li>perform color washes</li> </ul>	All of the above and: <ul style="list-style-type: none"> <li>adjust &amp; perfect print orders &amp; ink callouts to match the proof</li> <li>setup &amp; test print any standard job (plastisol, waterbase, discharge) besides full color &amp; some special effects</li> <li>&lt;8 minutes per color</li> <li>setup all presses</li> </ul>	All of the above and: <ul style="list-style-type: none"> <li>independently follow &amp; complete daily press schedule</li> <li>keep time between jobs on press &lt;15 minutes</li> <li>teach unloader how to assist press run</li> <li>call out tearouts &amp; next runs to other members of the shop</li> <li>perform all maintenance duties</li> <li>program &amp; correctly use all features of 16 Color Gauntlet &amp; Mini Auto</li> </ul>	All of the above and: <ul style="list-style-type: none"> <li>2-4 spot color on darks</li> <li>minimum 100/hr 1 color</li> <li>individual names &amp; numbers</li> <li>perform all maintenance duties on press</li> <li>print with waterbase &amp; discharge inks</li> <li>fleece, tri-blends</li> <li>devise methods for printing unique manual-only prints (e.g. groundspeak drops, umbrellas etc)</li> </ul>
		LVL2 (1 pre-press & 1 post-press)	LVL3 Unloader & LVL2 in 2 others	LVL3 Loading	LVL3 Setup	LVL3 Setup, Loading
<b>LVL3</b> 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"> <li>unload tall difficult prints</li> <li>unload thin or stretchy garments maintaining print shape</li> <li>assist press operator in achieving higher production speeds</li> <li>consistently unload less than 3 consecutive errors</li> </ul>	All of the above and: <ul style="list-style-type: none"> <li>load almost any job, no matter the difficulty of the location or garment</li> <li>maintain high production rates (basic job @ 750/hr / difficult jobs @ 500/hr)</li> <li>can read &amp; understand any job page, interpret what the client wants &amp; load that way</li> <li>consistently maintain lower than a 1% misload rate</li> <li>assist in setup of next run</li> </ul>	All of the above and: <ul style="list-style-type: none"> <li>setup &amp; prepare any print for production</li> <li>&lt;5 minutes per color standard prints</li> <li>&lt;8 minutes sim process (adjust &amp; suggest changes)</li> <li>can handle difficult fabrics such as mesh, nylon</li> <li>setup &amp; perfect prints with overprinting &amp; halftones</li> <li>becoming an expert at discharge &amp; comfortable with all inks &amp; SFX techniques</li> </ul>	All of the above and: <ul style="list-style-type: none"> <li>improve skills &amp; knowledge with research</li> <li>improve &amp; exceed print quality expectations</li> <li>keep time between jobs on press &lt;10 minutes</li> <li>consistently run mixed style garments &amp; inks without burning or misprinting</li> <li>independently exceed daily press schedule</li> <li>constantly prioritize jobs according to changes in schedule</li> </ul>	All of the above and: <ul style="list-style-type: none"> <li>4-6 color on darks</li> <li>minimum 50/hr 3 color on darks</li> <li>print with all inks on any fabric type</li> <li>run multi-personnel print runs</li> <li>solve odd/difficult print location requests</li> <li>independently exceed daily schedule</li> </ul>
		LVL2 in 3 other categories	LVL3 in 3 other categories	LVL4 (Loading +1 other category)	LVL4 Setup	LVL1 Auto Op
<b>LVL4</b> 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.	X	All of the above and: <ul style="list-style-type: none"> <li>train &amp; mentor newer employees on first 3 levels</li> <li>helps other loaders, not just entry level</li> <li>independently load any position, any difficulty, maintaining less than 1% misload rate</li> <li>can load at max speed on all presses</li> <li>works with openers &amp; unloaders to increase accuracy &amp; speed for loading</li> </ul>	All of the above and: <ul style="list-style-type: none"> <li>train &amp; mentor newer employees on first 3 levels</li> <li>setup, troubleshoot, improve &amp; prepare for production any print type or location</li> <li>prep for any garment style</li> <li>discuss &amp; suggest specific improvements &amp; changes with art department prior to production</li> <li>monitor ink levels &amp; quality of prints during production</li> <li>monitor print runs post setup, speeding up &amp; improving presses</li> </ul>	All of the above and: <ul style="list-style-type: none"> <li>train &amp; mentor newer employees on first 3 levels</li> <li>others look to you for advice as you're seen as an expert</li> <li>operate at extremely consistent levels in all skills</li> <li>help troubleshoot any issue in the shop</li> <li>take on &amp; excel at difficult print jobs</li> <li>take on projects outside of role that makes shop better</li> </ul>	All of the above and: <ul style="list-style-type: none"> <li>train &amp; mentor newer employees on first 3 levels</li> <li>emulate an auto print</li> <li>create jigs &amp; techniques for custom projects</li> <li>mixed substrates &amp; inks (paper, transfers, plastics)</li> </ul>
				LVL4 in 3 categories	LVL5 Setup	LVL2 Auto Op
<b>LVL5</b> 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.	X	X	All of the above and: <ul style="list-style-type: none"> <li>work with art, ink &amp; screen departments to optimize setups for all production</li> <li>research better methods &amp; techniques to improve overall skill of shop</li> </ul>	All of the above and: <ul style="list-style-type: none"> <li>advise/communicate changes to schedule to operate at peak efficiency &amp; prevent issues</li> <li>combine all skills to consistently make the best prints possible</li> <li>improve other press operators</li> <li>improve shop print quality</li> <li>help adjust changes to the schedule during production based on operator skill levels &amp; available personnel</li> </ul>	All of the above and: <ul style="list-style-type: none"> <li>fixing misprints with drop in screens</li> <li>pre-production sampling for auto jobs</li> </ul>
						LVL3 Auto Op