

## Position Description

<b>Job Title</b>	Fabric Room Supervisor	<b>Division</b>	Factory
<b>Classification</b>	Hourly	<b>Revised Date</b>	1/24/2025
<b>Supervisor</b>	Plant Manager		

### Statement of Primary Purpose

Under the supervision of the Plant Manager, the Fabric Room Supervisor manages fabric inventory, prepares stock for cutting department production schedule for following week.

### Responsibilities & Duties

1. Understanding of custom upholstery.
2. Maintain accurate and organized fabric inventory; daily, monthly, yearly
3. Workup weekly production schedule for Cutting Department
4. Workup cut yardage orders
5. Manage fabric stock support associates and oversee daily tasks completion
6. Managing after-market swatch preparations
7. Work with Customer Service Representatives regarding customer order questions, fabric reserves, CFA's, etc.
8. Work with Fabric Expediter on any discrepancies in the system and support the management of receipt damaged or faulty fabric receipts
9. Ability to determine, through support of supervisors, priority of specific order scheduling.
10. Consistent communication regarding the schedule with Supervisors.

### Qualifications

1. An understanding of custom upholstery.
2. Strong communication skills.
3. Knowledge of computer operation.
4. Ability to work closely with others in business office matters.
5. Ability to communicate well with co-workers, management, and the public.
6. High School Diploma required, Associates degree preferred.
7. Two years' experience in related field preferred.

### Licensing Requirements

None

### Physical Demands

Some physical activity required. The functions of the job are usually performed both standing & sitting; and do involve some amount of lifting fabric rolls. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

### Working Conditions

1. Noise level: factory environment.

### Hazard Assessment

None

**Position Description  
(Continued)**

**Personal Protective Equipment**

N/A

**Direct Reports**

Two Fabric Stock Support Associates