Job Title: Seamstress/Tailor
Department: Store
Supervisor: Store Manager
Status: Non-Exempt; Full-Time or Part-Time
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Approved Date: 11/9/2016

Summary
The Seamstress/Tailor position’s primary responsibility is to fulfill our mission statement, “to create the most enjoyable shopping experience possible for our Guests.” The Seamstress/Tailor performs a variety of operational tasks to support the execution of alterations in the store, including the hemming of jeans and pants.

Essential Duties and Responsibilities
This description intends to describe the general nature and level of work performed by Teammates assigned to this job. It is not intended to include all duties, responsibilities and qualifications.

Sales Generation and Guest Service
- Perform quality alterations on merchandise at store location
- Follow ticket instructions and markings based on Guest specifications
- Accommodate Guests with on the spot alterations when requested by Store Leaders
- Meet deadlines and Guest expectations for merchandise alterations

Operations
- Ability to work a flexible schedule, which may include mornings, evenings, and weekends, and the day of/day after Thanksgiving and Christmas, based upon store and business needs
- Use Buckle provided sewing machine and supplies to perform alterations
- Measure and mark alteration lines
- Pin altering folds or mark on cloth at seam to indicate alterations in progress
- Remove stitches from garment, using ripper or razor blade
- Resew merchandise using needle and thread or sewing machine
- Press merchandise, using a hand iron or steamer
- Repair defective merchandise
- Remove spots or stains from merchandise
- Record all work and follow through on the alteration log
- Record required alterations and instructions
- Uphold specified productivity guidelines, generally four jean alterations per hour
- Maintain a clean, organized and stocked work area and inform a Leader when additional supplies are needed
- Flexible with hours as they may fluctuate seasonally based upon business need
- Open-minded for review on the amount of work that needs to be re-done
- Communicate any policy violations to Store Manager, District Manager, and/or Human Resources in a timely, confidential manner
- Provide feedback to Store Manager, Assistant Manager, and Floor Leaders regarding merchandise handling concerns
- Understand and apply the Buckle’s Code of Ethics and all Buckle’s policies, procedures, and handbook
- Additional duties as assigned

Supervisory and Leadership
This job has no supervisory responsibilities.
Competencies
To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Guest Service - Responds promptly to Guest needs; solicits Guest feedback to improve service; responds to requests for service and assistance; meets commitments.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Collaboration – Contributes to team business approach involving daily input, reviews, feedback and recognition.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone’s efforts to succeed.

Business Acumen - Understands business implications of decisions; aligns work with strategic goals.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Regular, dependable attendance and punctuality; Nothing in the job description is intended to infringe upon the rights of Teammates to take mandated sick leave and/or to seek accommodation for mental or physical disabilities. Buckle will comply with all applicable local, state and federal laws.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

Safety and Security - Observes safety and security procedures; uses equipment and materials properly.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
High school diploma or general education degree (GED); or one to three months related sewing, fitting, and alteration experience and/or training; or equivalent combination of education and experience.

Language Skills
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to Guests, clients, and other Teammates of the organization.

Mathematical Skills
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Internet software.

**Physical Demands**

The physical demands described here are representative of those that must be met by a Teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Teammate is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The Teammate is frequently required to walk; climb or balance, jump, and talk or hear. The Teammate is occasionally required to sit. Physical ability to lift and maneuver 25lbs throughout the store and backroom. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those a Teammate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Objective Qualifications**

- Must be 16 years of age or older in the states of Idaho, Montana, Nebraska, Oregon, and Utah.
- Must be 17 years of age or older in the states of Alaska, Arizona, Arkansas, Colorado, Florida, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, New Mexico, North Carolina, North Dakota, Ohio, South Dakota, and Wyoming.
- Must be 18 years of age or older in all other states
- Prior sewing and fitting experience
- Prior alteration experience
- Knowledge of how to operate sewing machines, ripper or razor blade, hand iron or steamer, and other Buckle provided equipment for alteration purposes

**Equal Employment Opportunity**

Buckle is committed to hiring and developing the most qualified Teammates from the available workforce in the communities we serve.

Equal employment opportunity has been, and will continue to be, a fundamental principle at Buckle, where employment is based upon personal capabilities and qualifications without discrimination and retaliation because of veteran status, uniformed service member status, race, color, national origin or ancestry, creed, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), age, physical or mental disability, genetic information (including characteristics and testing), or any other protected characteristic as established by applicable local, state or federal law.

Buckle is an equal opportunity employer dedicated to promoting a diverse workforce.