

**Job Title:** Screen Printing Production Associate  
**Reports to:** Production Manager  
**Location:** Indianapolis, Indiana  
**FLSA Status:** Full-time 38 hours per week  
**Pay Rate:** \$15-\$18 per hour depending on experience

Catholic Concepts is seeking a Screen Printing Production Associate to join our team. This position will work directly with our Production Manager and our printing team to help support and shape the day-to-day Screen Printing and Production needs at Catholic Concepts.

At Catholic Concepts, we thrive on our core values of Innovation, Excellence, Joy, Integrity, and Teamwork. This role will help to create many of the joyful products that we bring to our customers each and every day!

**Qualities we are seeking include:**

- Organized
- Positive Attitude
- Quick learner
- Task-oriented
- Problem-Solver
- Ability to physically stand for extended periods of time, bend, squat, and lift up to 50 pounds
- Basic Computer and Technology skills

**Responsibilities will include:**

- Screen Printing
  - Accurately count and track produced items
  - Work closely with the Screen Printing Lead to ensure efficient, high-quality production of shirts, sweatshirts, and other products.
  - Load shirts onto a shirt press and remove finished shirts at an efficient pace.
  - Load printed shirts into the dryer, remove and stack finished products
  - Assist with change-overs including changing screens, loading ink, running test prints.
  - Perform cleaning of screens, equipment and general work area
  - Assist with troubleshooting and problem resolution
- Production
  - Assist with pressing of shirts and other garments in our heat press area
  - Assist with other general production needs as needed including packing and shipping, scanning orders, inventory, or cleaning

Candidates should be proficient in the use of laptops and tablets using Microsoft Office and Google platforms.

At Catholic Concepts our Screen Printing and Decoration Associate is a key piece of the day to day operations of our building. Every day can be a new adventure with a wide variety of work available.

To apply, please send your resume, cover letter, and a list of references to [jobs@sockreligious.com](mailto:jobs@sockreligious.com)

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