

# The Sewing Machine Shop

860 Monroe Street  
Sheboygan Falls, WI 53085

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Be part of a business with a rich 40 year history. It is the mission of The Sewing Machine Shop to greet each person with a smile and respect and treat every person as a potentially new customer. Customer satisfaction is priority, supplier quality is our responsibility and we strive to embrace new technology.

The Sewing Machine Shop is offering an 18 week co-op with an hourly wage of \$9.00/hour. The hours are flexible and can be arranged to work within your schedule.

Interested students should be:

- Detail oriented
- A self-starter
- A problem solver
- Interested in how a small business runs

Possible projects include:

- Machine Service/Repair
  - Take apart, clean and oil sewing machines
  - Replace, repair or make adjustments.
  - Testing machines
- Computer Work/Data Entry
  - Excel work
  - Data Entry
  - Inventory
- Social Media and or Website Work
  - Website Development
  - Increase Social Media presence
- Showroom Attendant
  - Light cleaning tasks
  - Pricing and stocking
  - Answering phones and taking messages
  - Check sewing machines in and out
  - Basic cash register duties
- Sewing/Embroidery
- Self-guided projects

This is a great opportunity for a student interested in seeing how a small businesses runs and exploring what it means to be self-employed. There are a variety of opportunities to suit your skill areas whether it be on the technical side with learning to fix sewing machines or the chance to develop your own projects to increase traffic, sales and engagement within the shop.