

# SPECIALTY PRINTING, LLC

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## 1<sup>st</sup> Shift Bindery Operator Position – 8:00AM – 4:30PM

### Basic Functions:

A qualified Bindery Operator is responsible for completing all rework resulting from any quality issues/over runs occurring during a production run in conformance with the job specification sheet and all company ISO quality, production and safety standards. The basic function includes running all equipment in the bindery area (Arpeco rewind machine, the guillotine cutter, Hand table etc.), setting up and operating each piece of equipment, cleaning up and performing minor maintenance. Employees are trained according to the work instructions by a more senior and qualified Bindery Operator and/or a Production Manager, Business Unit Manager or the Corporate Trainer. Initial training will include working with a qualified operator for up to a week. Ongoing training during the 90 day orientation period will occur as determined necessary by the Production Manager. A qualified employee should be able to run all equipment in the bindery area, complete job orders and meet all quality standards by the end of the 90 day orientation period. Depending on the company's workload, employees in this classification may be asked to operate other company equipment for periods of time.

### Responsibilities:

- Obtain work orders from the customer service schedule and gather all materials required to complete job.
- Set up appropriate equipment (rewind, shrink wrap, guillotine cutter, Arpeco, etc.) to run job according to work instructions and ISO standards, making necessary fine motor adjustments to insure high quality product. Ensures all equipment and safety devices are operational and running at the proper speed to meet safety and quality specifications.
- Have supervisor/production manager sign off on set up and make occasional quality check.
- While running rework job, notify supervisor/production manager of any non-conformance, equipment failures, raw material specification or quality issues, injuries and/or safety hazards.
- Complete rework constantly checking quality and conformance standards.
- Shrink wrap, store and label finished product according to job standard.
- Complete all job related paperwork and contact warehouse people to remove finished product and move to proper location.
- Return unused material to warehouse.
- Maintain clean machines and work environment. Notify maintenance of any necessary significant equipment adjustments or repairs.
- Communicate during entire shift with supervisor, quality department, warehouse personnel, maintenance and other people as necessary.
- Perform other tasks as assigned.

### Knowledge, Skills, Abilities:

- Typical candidates for this position will have some experience in a manufacturing environment working with equipment having moving parts and requiring some set up skills.
- Read and interpret work instructions, safety guidelines, job instructions, tickets, labels, charts and other work related material.
- Able to set up equipment with moving parts to run specific jobs and meet all operational, quality and safety standards.
- With appropriate training, make appropriate minor adjustments to equipment to meet/exceed company job specifications and ISO standards.
- Communicate with other employees verbally and via computer entering basic data into system, including time sheet information.
- Perform basic math in set ups.
- Strong quality assurance aptitude, detail oriented.
- Familiarity with manufacturing environment and operation of moving equipment.
- Follow written and verbal instructions. Work safely to prevent on-the-job injuries.

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- Familiarity with manufacturing environment and operation of moving equipment.
- Follow written and verbal instructions. Work safely to prevent on-the-job injuries.
- Familiar with small tool adjustments, use of lift equipment.
- Inspect printed material visually during reruns/rewinds and make appropriate adjustments.
- Load and unload the rewind equipment as required.
- Operate all equipment in Bindery area. (Arpeco rewind machine, the guillotine cutter, shrink wrap machine, etc.)
- Knowledge of all Company ISO quality standards as outlined in the work instructions and updates.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.

## **Education / Experience**

High school diploma or general education degree (GED); one to three years of related experience and/or training; or equivalent combination of education and experience.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Extensive walking
- Occasional lifting of up to 50 lbs.
- Must pass a color blindness test.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch. The employee is occasionally required to sit and climb. The employee must regularly lift and/or move up to ten pounds, frequently lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.