

SPECIALTY PRINTING, LLC

2nd and 3rd shift Press Apprentice

Basic Functions:

Responsible for completing any production run from start to finish on any of Specialty Printing's presses. The function includes becoming mentored in ordering supplies, assisting with setting up and operating the press, cleaning up and performing minor maintenance. Production runs involve printing multiple colors. This position is considered the entry level position for press operators at Specialty Printing and all employees in the press classification must demonstrate proficiency at this level before receiving training or moving onto the Company's larger, more complicated presses. Initial training will include working with our Quality Control Department to identify proper product and customer expectations for up to two weeks. A qualified employee should be able to monitor all Retail presses in run mode. Depending on the company's workload, employees in this classification may be asked to operate other company equipment for periods of time.

Responsibilities:

Work includes most of the following:

- Be familiar and produce daily use of provided PPE devices.
- Obtain jobs from the production schedule and order supplies at least 45 minutes before starting set up for the production
- Become familiar and well versed in Minimizing Waste and Downtime Procedure.
- Receive set up job bag from pre-press and materials from the Raw Material warehouse. Verify receipt of correct materials & supplies including ink, job ticket, labels, dies, plates and stock material.
- Become versed and acclimated with proper Ink Maintenance and Die care.
- Set up printing press 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 that the press and equipment are running at the proper speed to meet safety and quality specifications.
- Ensures the colors and registration are accurate during the production run.
- During production run, notify supervisor/production manager of any nonconformance, equipment failures, raw material specification or quality issues, injuries and/or safety hazards.
- Complete press run constantly checking quality and conformance standards.
- Store and label finished product and box/pallet according to job standard.
- Complete all job related paperwork and contact warehouse people to remove finished product.
- Remove and clean printing plates, dies and ink stations and return to Prepress cart

Qualifications:

- Understand basic coating techniques (gravure, roll coating, hot melt, etc.)
- Able to assist with set up of the coating operation
- Able to operate a fork truck (clamp truck)
- Learn and be able to perform basic testing of pressure sensitive products (peel, adhesion to release liner, coat weight, etc.)
- Able to follow basic mixing procedures
- Takes direction from lead operator and performs tasks requested by lead operator
- Familiar with lean manufacturing concepts & techniques
- Responsible to keep equipment & working environment clean & organized
- Inspect printed material visually during production run and readjust controls to correct irregular ink distribution and faulty die cuts.
- Load and re-web the press with paper properly.
- Operate the turn bar and turret. Change Anilox rollers, run ink pumps and set turret.
- Operate camera on press where available.
- Knowledge of all Company ISO quality standards as outlined in the work instructions
- Maintain a clean machine and work environment. Grease and oil machine as required, perform minor preventative maintenance. Notify maintenance of any necessary significant equipment adjustments or repairs.
- Communicate during entire shift with Mentor, Supervisor, and Quality Department, warehouse personnel, maintenance and other people as necessary through designed systems. (Radius, Outlook)

Education/Experience:

- High school diploma, GED equivalent or advanced technical school training preferred. Other relevant work experience may be substituted for formal education.
- Experience in a manufacturing environment is beneficial.
- Read and interpret work instructions, safety guidelines, job instructions, tickets, labels, charts and other work related material.
- Able to assist with set up press to run specific jobs within proscribed times and meet all operational, quality and safety standards.
- With appropriate training, make multiple adjustments to equipment to meet/exceed company job specifications and ISO standards on small presses.
- Communicate with other employees verbally and via computer entering basic data into system, including time sheet information.
- Perform basic math in set ups. Ability to calculate cores, boxes, and material requirements.
- Strong mechanical aptitude.
- Use fine motor skills to make appropriate machine adjustments. Operate all press controls.
- Familiarity with manufacturing environment, operation of moving equipment and/or small printing presses.

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- 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 production and readjust controls to correct irregular ink distribution and faulty die cuts.
- Load and re-web the press with paper properly.
- Operate the turn bar and turret. Change anilox rollers, run ink pumps, and set turret.

Mental & Physical Demands:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Understand and observe all Company safety standards. Job involves constant use of hearing protection, work with based inks, use of degreasers and solvents and other lubricants. Must be highly mobile, able to access all areas of the premises;
- Ability to concentrate and remain focused while handling multiple tasks, responsibilities and projects;
- Ability to work over eight hours in a work day, and over 40 in a work week as necessary;
- Position requires constant standing, frequent reaching, use of hands and arms, stooping, kneeling, stretching and crouching and occasional lifting of up to 75 pounds, pushing paper rolls that weigh up to 300 pounds, constant close attention to detail
- Use of close vision and fine motor skills to detect quality issues
- Occasional communication with supervisor or other employees.
- Work with moving mechanical parts with potential pinch points, cuts and crush points
- Is frequently required to use hands to finger and reach with hands and arms; and
- Vision abilities including close vision and the ability to adjust focus