



## PRESS ROOM OPERATOR RESPONSIBILITIES

### **WORK SCHEDULE**

This position is 3 days each week.

Days rotate Monthly Mon-Wen and Thu-Sat

12 hours 20minutes per day (5:50 to 6:10) Nights and Days

This is a regular full-time position, requiring at least 36 hours per week.

Will be required to work on-site, no telecommuting.

### **SKILLS & QUALIFICATIONS**

#### **On the job training.**

- Verbal communication
- Problem solving
- Organization and professionalism
- Meeting/planning
- Deadline-oriented
- Multi-tasking
- Data entry skills
- Attention to detail & dependability
- Ability to read, write, work with computers and read a measuring tape

### **DESCRIPTION OF JOB**

***THE FOLLOWING JOB FUNCTIONS ARE NOT ALL-INCLUSIVE. THE EMPLOYEE WILL BE REQUIRED TO PERFORM OTHER JOB-RELATED TASKS/RESPONSIBILITIES REQUESTED BY TEAM LEADER/SUPERVISOR. JOB DUTIES MAY CHANGE AS REQUIRED BY THE NEEDS OF THE COMPANY.***

#### **MAIN DUTIES**

- Dependable and prompt. Regular attendance and punctuality are essential.
- Training and management of pressroom personnel.
- Ability to operate printing presses, color matching and ability to trouble shoot press related problems
- Ability to work with a team.
- Operate Pallet Jack.
- Organizes plans and determines priorities for department operations in conjunction with production schedule.
- Provide technical direction, feedback and assistance to faculty and staff.
- Follow all procedures set by Production and have ability to train procedures once learnt.
- Maintain a clean and safe work area.

- Coordinates schedules and keeps accurate records of equipment maintenance, storing, utilizing and disposing of chemicals and other hazardous materials according to procedures established by company.
- May be required to visit customer's sites or vendors for projects or related needs.
- Ability to change direction and handle multiple responsibilities and tasks on a regular basis.
- Requires a high level of commitment to the demands and needs of Pressroom Department as well as other departments within the company.
- Willing to put in extra effort and hours as needed.
- Performs other related duties as deemed necessary or requested.
- May be required to fill in other areas of the Production Department as personnel may be absent.
- Contributes to team effort by accomplishing related results as needed.
- Contributes to a safe and secure environment by following established procedures.
- Manual and finger dexterity for the operation of tools and equipment, personal computer, calculator, and paperwork.
- Stamina to sit, stand, and/or walk for prolonged periods of time on concrete floor.
- Mobility to bend, stoop, and/or climb stairs on regular basis.

#### AS NEEDED

- Must be able to frequently lift and carry up to ten (10) pounds and occasionally lift and carry up to fifty (50) pounds.
- Requires close, distant and peripheral vision as well as depth perception and the ability to see colors and adjust focus as needed.
- Requires occasional travel by car.
- This position is exposed to fumes, gas, odors, dust, mists, airborne particles, toxic or caustic chemicals, heights, cramped quarters, oil, grease and dirt.
- A moderate to loud noise level is typical for the work environment of this job.
- Frequent interaction with the Plant Manager, Production Supervisor, Leads and other workers. Also frequent interaction with various office and production personnel.
- Must possess valid Driver's License to drive a company vehicle