

Bindery Operator

Job Summary

Effectively and efficiently perform finishing operations in Bindery using a variety of equipment such as cutter, stitcher, die press, folder, etc. and also assist with hand operations as needed to meet customer requirements.

Job Duties / Responsibilities

- Perform accurate set-up and operation of bindery machines based on instructions from the job ticket. Machines include: stitcher, die press, cutter, folder, etc.
- Make pre-run inspection and check with a co-worker or manager for approval.
- Perform maintenance on bindery machines such as lubrication, and replacement of worn parts.
- Operate other machines or assist co-workers when needed.
- Using a lift truck, move pallets with blank or printed stock from one location to another.
- Keep work area neat and orderly.
- Understand and comply with all safety rules and procedures.
- Perform any other duties as assigned.

Qualifications

- Minimum of 2-4 years previous bindery experience; may vary based on specific position.
- High school diploma/GED equivalency. Trade/vocational school preferred.
- Ability to meet physical/technical requirements.

Physical / Mental / Technical Requirements

- Ability to perform basic arithmetic skills.
- Ability to perform basic computer (data entry) skills.
- Ability to read and communicate in English and understand job ticket specifications and instructions.
- Ability to apply problem solving in a team atmosphere as well as individually.
- Requires standing, walking and bending throughout the entire shift.
- Frequent lifting and carrying materials up to 40 pounds; occasional lifting up to 60 pounds.
- Requires pushing and pulling of pallet trucks with loads weighing up to 3,000 pounds.
- Ability to work independently with little supervision as well as in a team setting.
- Ability to work overtime as needed to meet customer demands.
- Ability to learn new technology and equipment.
- Ability to work under the pressure of deadlines and schedules.