

Bindery

Job Description

Objective: Responsible for completing all finishing services for press and copier projects In compliance with job specifications and company's quality standards. Prepare workload schedule to meet customer timeframe requirements. Perform daily/weekly maintenance on all bindery equipment to ensure optimum output. Work closely with other team members to provide customer satisfaction and service.

Responsibilities

Primary:

Equipment Operations

- Perform operations of the following: cutter, folder, drill, stapler, numbering machine, and other bindery equipment.
- Operate copiers, as needed.
- Comply with all OSHA safety requirements.
- Clean and maintain equipment following daily/weekly schedules.
- Prepare paper stock as needed for press operator.
- Darkroom operations, including shooting & developing film.

Hand Work

- Hand assemble (collate) pages in order and fold or staple to specifications.
- Stack and glue padding jobs/products.
- Insert pages.
- Punch and spiral bind books.

Packaging

- Monitor and ensure quality on all jobs.
- Shrink-wrap/box jobs for customer pickup and delivery.
- Use job stuffers.

Inventory of Bindery

- Verify equipment supplies using checklist, daily.
- Stock items as needed.

End of Day Procedures

- Clean area of any scrap material.
- Dispose of waste materials in compliance with EPA standards.
- Prepare workload schedule for next day's projects.
- Daily record production and spoilage (use Daily Bindery Production Report).
- Oversee darkroom maintenance & inventory.

General

- Maintain clean and organized bindery production area.
- Place paper orders.
- Work with Customer Service Representative to maintain customer stock inventories.
- Abide by company policies and procedures as outlined in the employee manual.

• Job responsibilities include, but are not limited to this job description.