

Press Operator

Job Description

Objective: Produce all offset press projects in compliance with job specifications, providing quality assurance. Prepare project schedules to meet customer timeframe requirements. Perform daily and weekly maintenance on equipment to ensure optimum output. Work closely with other team members to provide customer satisfaction and service.

Responsibilities

Primary:

Equipment Operations

- Operate presses.
- Comply with all OSHA safety requirements.
- Clean and maintain equipment following daily/weekly schedules.
- Prepare paper stock as needed.

End of Day Procedures

- Clean all presses.
- Dispose of waste materials in compliance with EPA standards.
- Prepare workload schedule for next day's projects.
- Record production and spoilage (use Daily Bindery Production Report).

General

- Maintain clean and organized production area.
- Ensure and monitor quality on all offset press projects.
- Participate in daily production meetings.
- Abide by company policies and procedures as outlined in the employee manual.
- Attend seminars, as necessary.

Secondary:

Operate Bindery equipment, as required.

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