

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: 2nd Sheetfed Press Operator

REPORTS TO: Vice President of Production, Production Manager, Sheetfed Press Operator

SUMMARY: Responsible for the operation of the Sheetfed feeder.

ESSENTIAL FUNCTIONS OF THE JOB:

- I. Press feeder and pressroom functions:
 1. Operate sheetfed press feeder.
 2. Be aware of the production schedule and order paper from the warehouse.
 3. Use waste stock for set-up whenever possible.
 4. Ensure an adequate supply of ink is available for proper functioning.
 5. Assist in changing rollers as necessary.
 6. Keep the press and work area clean and free of clutter.
 7. During set-up, be conscious of the Sheetfed Operator's procedure, being open to instruction and suggestions.
 8. Learn the functions and operations of the sheetfed press.
 9. Operate the sheetfed press in the absence of the Sheetfed Press Operator
 10. Fold rags and keep chemical containers filled.
 11. Keep track of supplies and report to Sheetfed Operator when supplies are low.
- II. General functions:
 1. Follow proper safety practices.
 2. Maintain regular attendance at work and work overtime as required.
 3. Work a flexible schedule that may necessitate nighttime and/or weekend hours as required.
 4. Be willing to work in all areas of production as needed.
 5. Comply with Pacific Press employee handbook guidelines.
 6. This job description is not intended to be all-inclusive; the 2nd Sheetfed Press Operator will also perform other reasonable related business duties assigned by the Vice President of Production and Production Manager.

EXPERIENCE: Must show an aptitude for mechanical operations and/or processes.

EDUCATION: A high school diploma with the ability to read, write and communicate in English.

PHYSICAL REQUIREMENTS: Must have a mechanical aptitude with good color vision, good hearing, and the ability to work in a standing position for up to twelve hours daily and lift loads up to 80lbs.

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand that I should ask my Supervisor or Vice President. I understand that Pacific Press reserves the right to revise or change job duties and responsibilities as the need arises. I represent that I am qualified to perform these job duties with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. I understand and agree that this job description does not create a contract of employment or change my "at-will" employment relationship with Pacific Press.

Acknowledgement

Date