

**PACIFIC PRESS® PUBLISHING ASSOCIATION  
JOB DESCRIPTION**

**POSITION TITLE:** 2<sup>nd</sup> Sheetfed Press Operator

**REPORTS TO:** Vice President of Production, Production Manager

**PAY RANGE:** \$19.75 TO \$29.61

**SUMMARY:** Responsible for the operation of the 2<sup>nd</sup> Sheetfed Press Operator

**ESSENTIAL FUNCTIONS OF THE JOB:**

- I. Press feeder and pressroom functions:
  - 1. Operate sheetfed press feeder.
  - 2. Be aware of production schedule and order paper from 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. Fold rags and keep chemical containers filled.
  - 9. 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 2<sup>nd</sup> 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.

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Acknowledgement

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Date