

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Finishing Temporary Helper

REPORTS TO: Finishing Superintendent, Assistant Finishing Foreman

SUMMARY: To work under assignment as the Finishing Superintendent directs. Feed or tail off machines as directed.

ESSENTIAL FUNCTIONS OF THE JOB:

- I. Feed and tail off machines in addition to handwork as needed.
- II. Observe safety rules.
- III. Inspect product as assigned.
- IV. Keep the work area clean and assist in cleaning other areas.
- V. Perform cardboard packaging, strapping, bagging, and set-making of products as needed.
- VI. Be able to perform as a team member.
- VII. Maintain regular attendance at work and work overtime as required.
- VIII. Work a flexible schedule that may require nighttime and/or weekend hours as required.
- IX. Be willing to work in all areas of production as needed.
- X. Comply with Pacific Press employee handbook guidelines.
- XI. This job description is not intended to be all-inclusive; the Finishing Temporary Helper will also perform other reasonable related business duties assigned by the Finishing Superintendent and Assistant Finishing Foreman.

EXPERIENCE: No previous job experience is needed.

EDUCATION: A High School diploma with the ability to read, write, and communicate adequately in the English language.

PHYSICAL REQUIREMENTS: A minimum of 18 years of age with good general health, good vision, and hearing, hand-eye coordination, and an aptitude for mechanical operations. Must have the physical stamina to stand for a complete shift and lift loads up to 40lbs.