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.