

725 Print Lab - Press Assistant Job Description

JOB SUMMARY Responsible for accurate placement of substrate on press, or the removal of the printed substrate from the press and placement onto conveyor dryer. Checks print quality without interrupting production flow. Assists in the setting up and cleaning up of the printing press by performing the following duties personally.

ESSENTIAL DUTIES and RESPONSIBILITIES Receives job assignments from supervisor, but takes direction from press operator. Assists press operator in setting up press. Cleans, dries, and applies new adhesive to platens on press prior to and during the production run. Accurately loads unprinted sheets or items onto press platen and/or unloads printed sheets or items from drying system, maintaining optimum production speed. Unloads printed or items from press, places on dryer for proper drying. Inspect printed item for print quality such as registration, pinholes, screen breakdown, ink buildup, and ink run-out. Maintain production records as required. Cleans press and print station. May perform some maintenance on press. Maintains cleanliness of work area and equipment.

SUPERVISORY RESPONSIBILITIES **This job has no supervisory responsibilities.** Carries out conduct and leadership responsibilities in accordance with company policies, procedures, safety, and applicable laws.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one or more years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to one-on-one and small group situations to customers, clients, and other employees of the organization. **MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standard situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift/or move up to 25 pounds and occasionally lift and/or move 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes, toxic chemicals, and heat. The noise level in the work environment is usually moderate to loud. Some independent travel may be required.

Alternate Job Titles: Press Helper

Department:

Shift:

Reports to:

Salary Level:

FLSA Status: Nonexempt Prepared

By:

Prepared Date:

Approved By:

Approved Date:

Supersedes: