



## Flexographic Press Operator Assistant

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**Department:** Label

**FLSA Status:** Non-Exempt

**Work Schedule:** Varies

1<sup>st</sup> Shift: Monday-Thursday, 3am-3pm

2<sup>nd</sup> Shift: Monday-Thursday, 3pm-3am

Weekend Shift: Friday-Sunday, 3am-3pm

**Positions Supervised:** None

**Job Status:** Full-Time

**Reports To:** Operations Manager

**Amount of Travel Required:** No travel required

### POSITION SUMMARY

The Press Operator Assistant is responsible for assisting the Operators in setting up and operating a Mark Andy printing machine to produce print on label rolls as well as being able to operate a press or die-cutter with basic blank or simple color products safely and effectively.

### REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### TIME SPLIT

~ 80% - Analyzing the job lineups and retrieving and organizing necessary setup kit components (dies, plates, inks, pans, print cylinders, etc.) prior to setups and assisting with setups to achieve setup time targets.

~20% - Covering breaks, Filling in for absences/vacations, other assigned tasks/projects.

\*\* If there is OPEN Label Equipment, the Shift Ops Manager or Ops Lead will determine the order to fill OPEN equipment. If there is OPEN equipment, the Press Assistant, and/or Setup Technician(s) will be utilized until all equipment is filled OR all these positions are being utilized to run equipment. OPEN is defined as Vacation, Call-In, or No Trained Staff. If there is any OPEN equipment, there will be no more than (2) Non-Operator positions.

### ESSENTIAL FUNCTIONS

- Examine job orders to determine details such as quantities to be printed, production times, stock specifications, colors, color sequences, and anilox BCM.
- Select and install printing plates, rollers, feed guides, gauges, screens, stencils, dies, and cylinders in machines according to specifications, using hand tools.
- Operate Standard Mark Andy Presses, turret machines, Fanfolders, and Die cutters in the absence of an operator.

- Reposition printing plates, adjust pressure rolls, or otherwise adjust machines to improve print quality, using knobs, hand wheels, or hand tools.
- Set and adjust speed, temperature, ink flow, and positions and pressure tolerances of equipment.
- Load, position, and adjust unprinted materials on holding fixtures or in equipment loading and feeding mechanisms.
- Blend, manage, mix, store, and maintain inks according to types of material being printed and work order specifications.
- Pour or spread ink, color compounds, and other materials into reservoirs, troughs, hoppers, or color holders of printing units, making measurements and adjustments to control color and viscosity.
- Clean and lubricate printing machines and components, using oil, solvents, brushes, rags, and hoses.
- Pack and label cartons, boxes, or bins of finished products.
- Other duties as assigned.

## **POSITION QUALIFICATIONS**

### **Competency Statements**

- **Accountability:** The extent to which an individual is willing to accept responsibility.
- **Accuracy:** The extent to which an individual's work is correct and error free within company policies and guidelines.
- **Adaptability:** The extent to which an individual can fit into a changing work environment.
- **Communication, Oral & Written:** The extent to which an individual communicates with clarity, actively engaging in conversations in order to clearly understand others' message and intent, and received and processes feedback.
- **Organized:** The ability of the individual to be structured and methodical in working skills.
- **Problem Solving:** The ability to recognize courses of action which can be taken to handle problems or potential problems.
- **Safety Awareness:** The ability to identify and correct conditions that affect employee safety.

## **SKILLS & ABILITIES**

### **Required Education**

- High School Diploma preferred

### **Preferred Education**

- Technical Certification or Associates Degree in printing processes.

**Preferred Experience**

- Previous flexographic printing experience.

**Computer Skills**

- Must have working knowledge of the use of a PC and Microsoft Office (Word, Excel, Outlook)

**Other Skills**

- Mechanical aptitude is a must.

**PHYSICAL DEMANDS**

**Physical Demands**

Stand	C (Constantly)	<b>Lift/Carry</b> 10 lbs or less	C (Constantly)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	F (Frequently)
Reach Outward	F (Frequently)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	F (Frequently)	<b>Push/Pull</b>	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**OTHER PHYSICAL REQUIREMENTS**

- Vision (Near, Distance, Peripheral, Depth Perception)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) (Hearing protection, safety glasses, goggles, or shields, cut gloves)

**WORK ENVIRONMENT**

Work is performed indoors in a manufacturing setting with regular exposure to cold, heat, noise, and moving machines/equipment.

Equal Opportunity Employer-Disabled/Vets

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.