



ESSENTRA

ESSENTRA HPC Job Description

Job Title: Press Operator Helper

FLSA Status: Nonexempt

Division: Literature

Shift: First, Second, Weekend

Department/Cost Center: Offset

Reports to (Title): Offset Manager

Location: Greensboro, NC

Date Created: January 30, 2012

I. Essential Functions:

The job description below includes the ability to produce quality production by prompt thorough examination of product for defects according to Standard Operating Procedures (S.O.P.). Also, to assist team members along with the Quality Assurance staff in an efficient manner.

II. Specific Duties, Activities, and Responsibilities:

Responsibilities Include:

Press Helper:

Initially, this is an entry level job. With obtaining basic knowledge of the press by accomplishing the duties written below, opportunity for advancement to a higher level in the press room is based on experience, technical understanding, and skill level achieved.

The Press Helper should be able and willing to do the following:

- Load paper
- Add ink
- Maintain a clean work area
- Maintain an eye for detail (proofing sheet)
- Wash plates, gum in, and store properly
- Maintain safe work area and safe work habits around machinery
- Wash blankets
- Inspect plates
- Remove plates
- Start up press correctly
- Monitor side guide and adjust
- Make minor feed adjustments
- Perform regular maintenance
- Set up feeder
- Set up delivery
- Monitor press while in operation
- Make minor machinery adjustments
- Deface plates and place in recycle bin

III. Position Requirements:

Education/Experience:

- High School education

Knowledge/Skills Requirements:

- Excellent verbal, written, organizational, and interpersonal skills
- Individual must be proactive and a self-starter.
- Basic computer skills
- Ability to train and guide others in a productive manner
- Familiarity with pharmaceutical printing or packaging industry desired

IV. Physical Demands:

While performing the duties of this job, the employee needs to have good hearing and vision. This position also requires the employee to: use hands and fingers in continuous lifting and stacking (repetitive) motions, handle and feel tools and controls, stand for long periods of time, walk, pull up to 1,800 pounds (on manual pallet jack), and lift up to 80 pounds.

V. Work Environment:

While performing the duties of this job, the employee works in a manufacturing environment.