



# Press Operator 1

## Job summary

The Press Operator operates the headset and coldest Web Offset Printing presses with make-readies, runs press equipment operations, performs quality control functions, and enforces the safety rules.

This position is a leadership role and will assist in directing the work activities of the press crewmembers to ensure productivity, quality, and safety goals are met. This position also must have at least 5 years of experience on multi-web, four-color headset, and/or coldest presses and thorough knowledge of Web Press printing processes.

## Responsibilities

Gives daily instructions to the Second Press Operator

Examines job tickets and gathers any information or instruction to produce a quality product in compliance with job specifications and timelines

Prepares press in an efficient and timely manner

Installs Plates and Blankets efficiently

Observes press operation to detect machine malfunctions

Examines printed copy, adjusts ink and water settings for ink density and accurate color match to proofing materials

Makes web alignment/compensator and registration adjustments for a proper position on paper

Helps manage paper waste to reasonable levels

Checks all skid tags and check off sheets for any missing information

Verifies quantities, bundle counts, turns, and proper stacking configuration

Communicates any pertinent information to the Second Press Operator on the following shift

Performs general press maintenance and makes minor repairs and adjustments to the equipment when needed

## Requirements

Must have at least 5 years experience as a Press Operator on multi-web, four-color coldest, and/or headset offset presses

Must have a thorough knowledge of Web Press printing processes

Must follow safety guidelines at all times

Must regularly lift and/or move 25 to 50 pounds

Successful completion of a pre-employment background check

Basic proficiency in English

# Press Operator 2



## Job summary

The primary function of the Press Operator role is to operate production class color digital presses. Secondary functions are operating small format digital finishing equipment. The Press Operator will operate the presses efficiently and effectively to insure on-time delivery.

## Responsibilities

- Read and understand the production job ticket
- Set up the digital device(s) based on the specifications of the job
- Perform preventative maintenance and routine repairs
- Pull stock inventory and record usage
- Load and unload the digital device(s) with the specified substrate(s)
- Merge electronic files using various software applications to the digital devices
- Ability to multitask and process multiple jobs simultaneously in both the printing and finishing functions
- Communicate effectively with other departments and the digital scheduler
- Use small finishing equipment such as a cutter, folder, and slitter devices
- Review documents for accuracy

## Requirements

- Strong computer skills
- Mechanical aptitude
- Must have strong attention to detail
- Ability to lift to 50 pounds
- Ability to self-manage
- Ability to multi-task
- Ability to work under pressure
- Experience with programs such as Outlook, Excel, and Acrobat helpful
- Strong interpersonal and communication skills
- Ability to move around for up to 8 hours per day

## Press Operator 3

### Job summary

The Press Operator is responsible for setting up and converting finished parts and subassemblies in compliance with appropriate work instructions, procedures, and company practices.



## Responsibilities

Sets up and runs converting press in compliance with work instructions and company procedures.

Performs maintenance on converting equipment according to the preventive maintenance schedule, and when otherwise required.

Completes necessary paperwork to document tasks performed.

Training and assisting with equipment maintenance, when scheduled and when otherwise required, as well as maintaining maintenance records.

Notifies the Quality Department of nonconforming material. Brings nonconformances, product quality issues, or other potential problems to the attention of the direct supervisor.

Has an understanding of the Labeling Control Procedure.

Performs visual inspections for defects.

Understanding of the Quality Policy and ISO Awareness.

Has an understanding of the requirements to control customer property.

Maintains product identification and traceability.

Responsible for cleaning and maintaining the work area.

Follows the instruction, guidelines, and specifications in the Process Instruction Manual.

Follows the Lockout/Tagout procedure and ensure safe Lockout/Tagout practices when needed.

Follow cGMP practices.

Performs other duties as assigned by the Executive Management.

Works overtime as necessary.

## Requirements

Ability to effectively communicate verbally and in writing.

Professional attitude and appearance.

Necessary mechanical knowledge is needed to operate machinery in the department.

Minimum 2 years experience with similar manufacturing equipment.

## Press Operator 4

### Job summary

The Press Operator controls the operation of receiving treated material, and board, controlling the press cure cycle, panel grading, and plate changes. Performs other tasks as needed.



## Responsibilities

- Operates press to cure the material according to the press cycle specifications
- Evaluates the daily press schedule.
- Logs production information such as material produced, type, size, run, control settings, etc.
- Ensures all material is present for the production process.
- Lays up and aligns the raw materials according to the production process.
- Handles the movement of stainless steel plates, and completed panels.
- Initiates corrective action if production operations are not to standard.
- Trains personnel on the performance of tasks.
- Performs lock-out/tag-out procedures and preventative maintenance checks.
- Ensures employees are wearing protective equipment as required or when handling hazardous materials.
- Package finished materials according to standard procedures.

## Requirements

- Knowledge of safety standards applicable to the work area and other pertinent rules/regulations governing work standards.
- Knowledge of the pressing manufacturing process and component materials utilized.
- Knowledge of the level of quality material must meet.
- Skill in operating a lift truck.
- Skill in establishing effective working relationships with other personnel.
- Ability to identify patterns and finishes.
- Ability to identify colors and shades.
- Ability to lead people.
- Ability to accurately record information on production schedules/logs.
- Ability to organize and prioritize work schedules and material assets.
- Ability to work independently without close supervision and as a team member
- Ability to interpret dials, graphs, charts, etc.
- Ability to visually detect product imperfections and defects.
- Ability to communicate well in oral and written forms at all levels of the organization.
- Ability to learn new skills.
- High School Graduate or GED.

## Press Operator 5



## Job summary

We have an immediate opening for a Press Operator. This position will manage the operation of a press and its crew safely and effectively producing a high-quality printed product.

## Responsibilities

Safety conscious and puts safety first in their daily routine. Safety is placed before risk (focus over accomplishment).

Associate has a focus on their safety and sets a safety example for their crew, new associates, and anyone in the plant.

The associate is committed to Safety policies by suggesting improvements and noting deficiencies.

Displays a collaborative demeanor to accomplish tasks. Presents a respectful team approach when directing others, working with support departments, or Plant Supervision. Able to communicate needs and ask for help when needed.

Looks at fellow operators, Supervisors, and others as teammates, and places the group's goals over individual goals.

Notifies Supervisor or HR promptly if circumstances or personal needs come up

Supports continuous improvement through team participation, including being open to and considering new ideas, arriving prepared and on time, active meeting participation, following through on action items, and being innovative in our processes.

Is an active participant in directing and developing others through participation in coaching, review feedback, and supporting training and/or cross-training.

## Requirements

Flexibility

Stress Tolerance

Integrity

Cross Functional Awareness

Drive

Initiative

Oral Communication Skills

Written Communication Skills

Concern for Excellence

Teamwork

Problem Analysis

Technical Skill & Competency

## Press Operator 6



## Job summary

The Press Operator safely operates and maintains digital press. Reviews job instructions to prepare jobs for printing. Works with Prepress to adjust color to meet client's requirements. Maintains production and quality logs. Utilizes color tools to verify a printed product meets specifications. Monitors the quality of the job to meet established standards. Follows daily print schedule. Orders supplies including ink, chemistry, and press parts while maintaining inventory levels. Partners with press manufacturers to troubleshoot issues.

## Responsibilities

Safely operate and maintain digital press. Digital experience preferred.

Review and verify job instructions meet safety, quality, and speed expectations.

Work with Prepress to adjust color to meet the client's requirements.

Maintain production and quality logs. Utilize color tools to verify that printed product meets specifications. Monitor the quality of the job to meet established standards.

Follow daily print schedule.

Order supplies including ink, chemistry, and press parts while maintaining inventory levels.

Partner with press manufacturer to troubleshoot issues.

Adhering to all SOP standards.

Other duties as assigned.

## Requirements

Digital experience preferred.

Ability to apply functional computer knowledge in using Microsoft.

Windows and other technical tools in completing job duties.

Able to set up, operate, adjust, diagnose, and complete production in a timely, accurate, safe, and quality manner.

Lifting to 50 lbs, 1-2 hours, walking/standing, 6-7 hours, bending/stooping, 2-3 hours.

Ability to read and understand job specifications, printing procedures, quality control procedures, and finishing operations.

Excellent communication skills, both oral and written, with the ability to communicate with all levels including management, supervisors, technicians, project managers, and other operators.

Must work well in a team-oriented environment.

## Press Operator 7

## Job summary



If you are a Press Operator looking for a new opportunity with a leading company, we are looking for you to join our team!

Within this role, you will be responsible for safely and efficient operation of dry offset or flexographic printers to produce a quality product.

## Responsibilities

Follow and commit to meeting Key Performance Indicators (KPIs) for safety, quality, production, efficiency, and service requirements

Follow practices and processes intended to provide safe products that comply with appropriate laws and regulations, meet the company quality standards

Follow and commit to safety and GMP (Good Manufacturing Practices)

Assist with setting up, starting, adjusting, diagnosing, troubleshooting, and properly shutting down process equipment by published production schedules and product specifications.

Assist with processing machinery from raw materials through downstream finished goods

Perform general preventative maintenance on equipment (i.e. fill lube lines, lube chain rails, grease guns, etc.) as required

Maintain production logs and reports as required

Read and review daily production schedule, perform necessary line checks, and assist with all types of changeovers including size and imprint changes on press.

Operate printing equipment as directed by supervisor or shift lead. Maintain accurate and timely production and quality records.

Monitor press output and visually inspects product for defects and quality issues.

Load and unload paper rolls, mount and shaft rolls, thread machine, and maintain correct ink levels, colors, and chemistry. Make necessary adjustments to ensure proper registration and maintain strict quality performance

Promptly notify the Maintenance Department of any maintenance required

Notify the supervisor of significant deviations from normal operating conditions

Perform production process in SAP as required

## Requirements

Ability to observe, follow, understand, and evaluate processes demonstrated and other workplace procedures

Math skills to include simple addition, subtraction, multiplication, and division

Familiar with and ability to convert decimals to fractions or vice versa

Mechanical aptitude and ability to troubleshoot basic problems including knowledge of machines and tools, their designs, uses, repair, and maintenance

Demonstration of minimum proficiency with the English language to ensure effective new hire training and ongoing communications about safety and quality issues



Technical school or apprenticeship experience

Previous powered industrial truck experience

Experience working in a manufacturing environment

Six (6) months operating printing equipment or machine operations experience

## Press Operator 8

### Job summary

Our Press Operator is responsible for inspection, trimming, some secondary operations, first-piece/last-piece quality inspections, and packaging of molded components. As a Press Operator, you must have a high level of attention to detail as well as an unwavering commitment to safety.

### Responsibilities

Operate machines or assembly equipment to make parts or products.

Properly maintain all production documentation whether on paper or via the real-time computer system.

Position inserts, hand loads, and workpieces on machines.

Remove finished products from machines, unless robotically handled.

Visually inspect 100% of products for surface and dimension defects.

Fill in the appropriate information on labels and associated documentation needed on products.

Packaging of products for shipment.

Follow all safety policies and procedures.

### Requirements

A high school degree or equivalent.

A solid work history.

Good interpersonal/communication skills.

Excellent attendance record.

Ability to work independently as well as in a team.

Ability to quickly develop a comprehensive knowledge of products.

The drive to assist team members with other tasks as required.

## Press Operator 9

### Job summary





Seeking a reliable, positive Press Operator to join our team. No experience is necessary. Just bring your positive attitude, willingness to learn, and solid work ethic.

## Responsibilities

Operate hydraulic press machine to finish clothing of all types  
Ensure quality of all garments through careful work and inspection

## Requirements

Attention to detail: Must have a careful eye for detail.  
Quality: Must care about the quality of work performed.  
Flexible: Must have a positive and willing attitude and enjoy a variety of job functions.

## Press Operator 10

### Job summary

We are looking for a Press Operator to join our team.

### Responsibilities

Verifies size, color, and type of paper and color of ink from job order. Cleans inking rolls with solvent, using protective gloves, and replaces them in the press using hand tools. Loads ink fountains with new colors required for the job.  
Adjusts controls to regulate the volume of ink. Packs impression cylinder with appropriate materials.  
Adjusts take-off tapes and positions and locks form on the cylinder of the press.  
Directs press feeder or assistant in the adjustment of feed guides, grippers, and elevators.  
Starts press and runs off proof sheets, examining proofs to determine off-level areas, variations in ink volume, register slippage, indications of offsetting, and color register. Adjusts press controls, ink fountains, and automatic feeders and repacks cylinders with an overlay to equalize off-level areas.  
Operates cylinder press with cutting attachments to cut or shape paper or paperboard.  
Inspects product regularly during the press run and adjusts settings and ink viscosity or shuts down press and makes adjustments.  
Troubleshoots quality problems and finds answers or seeks help from a supervisor.  
Makes repairs on equipment, replacing worn or damaged parts. Assists department mechanics in making major repairs and overhauls.  
Keeps count of completed product on each run and records and disposes of spoilage to the paper baler. Posts production delays and their causes.



## Requirements

Color vision acuity.

At least five years' offset press experience.

Ability to lift 55 pounds.

Must be able to perform well under deadline constraints and meet quality standards.

Mechanical aptitude and agility to move around press units.