



Job Description

Job Title: Press Assistant Trainee (Entry Level Position)

Department: Print Shop
Reports to: Print Area Manager
Prepared by: Janice Brown
Date: April 2012
Approved by: Scott Rogers

Date: 4/16/2012

Job Summary:

Responsible for assisting Press Operator in all functions of preparing press for production. The position requires trainee to have all materials ready for such tasks ie; Inks, material, cylinders, Spec folders etc.

Expected to be fully qualified to this position in 90 days.

Essential Job Functions:

- ◆ Hangs unprinted roll stock on press
- ◆ Re-labels butt rolls
- ◆ Practices proper splicing techniques
- ◆ Cleans up as instructed
- ◆ Places cylinders in press as directed
- ◆ Handles cylinders, raw and printed materials without damage
- ◆ Re-labels Return Inks
- ◆ Complies to procedure for handling ink waste
- ◆ Assists press operator under his instructions

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty to the satisfaction of the Press Operator and Print Area Supervisor/Manager. The requirements listed below are representative of the knowledge, skill and or ability required.

Education and/or Experience:

- High School Diploma/ GED equivalent
- Basic math and documentation skills
- Basic communication and organization skills
- Able to write legibly and read a ruler

Knowledge, Skills, and Abilities:

Able to perform tasks/ duties completely, accurately and efficiently as directed. Understands material roll identification and how to read toll tags. Must know how to activate Emergency Stop on Press and be fully aware of nip points, sharp edges (Dr. Blades) and hot zones.

Physical Demands: While performing the essential functions of this job, the employee will engage in moderate pushing, pulling, reaching, bending, stooping, squatting, handling and grasping, twisting/turning, carrying and lifting. Required to lift 50 pounds frequently.

Work Environment: While performing the duties of this job the employee may be exposed to fumes. The noise level in the work environment is usually loud. The primary work surface is concrete.

Employee Signature: _____ **Date:** _____

Employee Name (printed): _____

Supervisor Signature: _____ **Date:** _____

Supervisor Name (printed): _____