

Job Title: Cutter

Department: Bindery / Pressroom

Reports To: Pressroom Supervisor

Wage Type.....Hourly
Normal Working Hours.....7:30a to 4:00p Monday thru Friday
Lunch12:00p to 12:30p
Breaks.....9:00a to 9:15a, and 2:00p to 2:15p

SUMMARY

Under the direction of the pressroom supervisor the cutter sets up, adjust and operates all cutting equipment to prepare product to be collated or bound, ensuring the meeting of customer specifications, in accordance with company policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Review job tickets and plan work process to ensure meeting of customer specifications.
- Set up assigned machine to specifications, obtain approval of set up and run product.
- Monitor assigned machine during run to ensure adherence to specifications. Unload machine and stack materials on carts. Make adjustments as needed to maintain specifications and operating speed.
- Ensure the completion of jobs meeting quality and quantity requirements.
- Perform all required maintenance to machines according to departmental procedures.
- Troubleshoot machine problems, resolving if possible, and notifying supervisor as needed.
- Complete special projects as assigned.
- Complete and maintain all required paperwork, records, documents, etc.
- Follow and comply with all safety and work rules and regulations. Maintain departmental housekeeping standards.

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: Must have a high school diploma and one to three years related experience; or a combination of education and experience.

OTHER SKILLS AND ABILITIES: Ability to read and comprehend job tickets, customer specifications, and memos. Ability to effectively communicate with other employees of the organization. The ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Requires the ability to operate departmental machines.

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 and use hands to handle, or feel. The employee must frequently lift from 10 to 50 pounds.

Specific vision abilities required by this job include close vision, distance, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The noise level is usually moderate.