

**Job Title:** Press Feeder Operator  
**Department:** Pressroom  
**Reports To:** Pressroom Supervisor  
**Completed By:** Billy Hopper  
**Date:** 11/13/01

**Wage Type:** .....Hourly (Non-Exempt)  
**Normal Working Hours:** ..... 7:30a to 4:00p, Monday thru Friday  
**Lunch Hour:** .....12:00a to 12:30p  
**Breaks:** ..... 9:00a to 9:15a, 2:00p to 2:10p

**SUMMARY**

Assists press operators in the setup, maintenance and operation of a printing press.

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

Assists operators in running presses and other pressroom equipment.  
*Expectations: Works efficiently and follows instructions and procedures.*

Assists in set-up of machines for operators – setup feeder, set water rollers, fill water tanks and coating drums, fill ink fountains.  
*Expectations: Insures all checklist items are completed prior to running a job.*

Carries out assigned duties in a courteous and professional manner.  
*Expectations: Works well with operator, acts in a professional manner toward employees and visitors.*

Helps coordinate production jobs.  
*Expectations: Plans next job with press operator – gathers ink, paper and other materials as needed.*

Performs preventive maintenance on press such as lubrication, replacement of small parts, cleaning and minor adjustments to rollers and other small moving parts.  
*Expectations: Perform maintenance tasks according to the maintenance schedule.*

Cleans up and keeps immediate work area neat and orderly.  
*Expectations: Press gear should be kept free of ink spills, coating and chemicals. Used rags should be properly stored. Sweep floor and catwalks at least once per shift.*

Washes up press.  
*Expectations: Change ink colors between jobs or at end of shift.*

Loads Feeder.

*Expectations: Loads the press with paper prior to a job run and keeps the press loaded during a job run.*

Performs other tasks as required by head pressman.

*Expectations: Take out recycling boxes, put new inks on shelf and keep paper stock neat and orderly.*

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **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**

High School Diploma or GED.

### **LANGUAGE SKILLS**

Ability to apply written and verbal instructions to machine set-up and operation.

### **MATHEMATICAL SKILLS**

Perform simple mathematical calculations – addition, subtraction, multiplication and division.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

### **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; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must regularly lift and/or move up to 55 pounds and occasionally lift and/or move up to 60 pounds by hand. The employee must regularly move palletized paper weighing up to 2,500 lbs. using a pallet jack. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

### **WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. There is some exposure to physical risk.

### **OTHER REQUIREMENTS**

Must demonstrate reliability through attendance, punctuality and ability to stay in work area and/or workstation. Must be able to cooperate with co-workers and supervisors.

### **HOW TO APPLY FOR THIS JOB OPENING**

**THIS POSITION WILL BE HELD OPEN FOR INTERNAL APPLICATIONS UNTIL MONDAY NOV. 19<sup>th</sup> at 4:30p – IF NO QUALIFIED INTERNAL APPLICANTS HAVE APPLIED FOR THIS POSITION BY THAT TIME, THE COMPANY WILL SEEK QUALIFIED CANDIDATES FROM OUTSIDE THE COMPANY.**

**PLEASE SEE YOUR SUPERVISOR FOR AN APPLICATION & RETURN YOUR COMPLETED APPLICATION TO YOUR SUPERVISOR.**