

JOB DESCRIPTION

OFFSET PRINTER

FLSA: Non-Exempt
Shifts: First, Second or Third
Location: Shawnee, Kansas
Products: Plastic cups and buckets
Prepared By: Heather Brannan

Salary Level or Category:
Division: Churchill Container
Department: Printing
Supervisor Assigned: Printing Manager
Approved By: General Manager

SUMMARY

The employee will prepare and setup printers and printer support equipment as specified by the Work Order. Will operate Offset Printing Machines to apply graphics onto containers as specified. Loading containers to be printed into overhead carousels is included. In the case of absence, another trained Offset Printer will assume duties. The employee will also follow all SQF (Safe Quality Food) rules and procedures pertaining to this job as outlined in the training program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Additional duties may also be included as directed by your lead-person or manager).

- Set-up Offset Printer and support equipment as required by the written work instructions.
- Operate Offset Printer to maximum efficiency while still maintaining a high standard of quality workmanship in our product.
- Monitor color registration and printing quality continually to maintain consistency of printing as specified. Color checks will involve the use of a Pantone Matching System for comparing color matches.
- Monitoring the machines to insure continual, efficient production during all modes of operation. Waste of production items must be minimized.
- Before running out of a material at your work center, you must notify your lead-person, floor-person, or supervisor (30-minutes in advance of running out and shutting down).
- Continual loading of the overhead carousel with product to be printed.
- Perform all work using safety equipment as instructed while obeying all safety-rules and procedures.
- Complete all paperwork accurately as instructed by your manager and lead-person.
- Maintaining your work area in a cleaned and organized fashion at all times.
- Report any inefficient or unsafe conditions to management upon discovery of the conditions.
- Must be able to work overtime as scheduled by management.
- Occasionally assist other classifications in areas of the plant and warehouse as needed.
- Fill out and turn in to supervisor all appropriate paperwork pertaining to product inspections and sampling as required by SQF modules 2.2.2, 2.4.8, 2.5.6

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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 general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language skills

- Ability to interpret work order instructions, effectively present information in one-on-one and small groups situations to customers, clients, and other employees of the organization.
- Must pass the Key Train module “Reading for Info” at a level 3 or higher

Mathematical skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ration, and percent and to draw and interpret bar graphs.
- Must pass the Key Train module “Applied Mathematics” at a level 4 or higher.

Reasoning ability

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Must pass the Key Train module “Locating Info” at a level 4 or higher.

Certificates, licenses, registration

- This position does not require any of the above.

Other skills and abilities

- Mechanical aptitude, measure distance with calipers, dial indicators and rulers.
- Employee will use common hand-tools

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, stoop, kneel, crouch, reach, and use hands to finger, handle or free objects.
- The use of common hand tools and occasionally sharp tools are involved.
- The employee frequently is required to talk, hear, and communicate with other employees.
- The employee must frequently move and/or lift objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The operator must be able to see colors and differentiate between shades of a color from a small distance. (Note: All employees must wear company approved safety-glasses while in the plant and warehouse areas).

Work environment

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.

- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts and equipment.
- The employee is exposed to fumes and airborne particles, toxic or caustic chemicals, the risk of an electrical shock, ultraviolet light, vibration and will be in wet and humid conditions occasionally.
- Will work in high and precarious positions around the equipment.
- The noise level in the work environment is usually loud and may require hearing protection.

I hereby acknowledge the fact that I have fully read and understand this Job Description. I also acknowledge that I received a copy of this job description, and satisfactory explanations to my questions concerning the duties, responsibilities and working conditions of this position.

Employee Signature: _____

Date: _____

Hiring Manager: _____

Date: _____

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