

Position Title
3-Knife Operator

Date Prepared
April 1, 2005

Department
Bindery

Location
Brainerd

Reports to: Bindery Supervisor

I Position Purpose

- Operate the 3-knife to meet quality and operational standards of Bang Printing.
- Provide leadership and direction to the helpers assigned to the machine.

II Budget Dimensions

- Aids in controlling internal costs through effective supply usage.
- Works with fellow employees to maintain quality reduce down time and improve Bindery throughput.

III Primary Functions: Duties, Responsibilities and Expectations

Technical

- Make-ready back of Corona
 - Set 3-Knife in accordance with Job Specifications
 - Make-ready counter stacker
- Auxiliary duties
 - Check set-up of Boxer
 - Review labels for accuracy

Quality

- Review the following:
 - 3-Knife set-up
 - Boxer set-up
 - Final trimmed product
 - Pull continuity copies per written procedure
 - Accurate production count of sheets

Management

- Provide direction to helpers. (Checking books and loading skids.)
- Ensure employees are following job responsibilities.
- Assign alternative work during idle time. (Breakdown)
- Maintain housekeeping of equipment and production area.
- Perform weekly and preventative maintenance schedules
- Provide coverage for vacation for vacation and call off of other operators.
- Assist as necessary to ensure maximum quality and throughput.

IV Communication

<u>Contacts</u>	<u>Nature or Purpose</u>
Department Supervisors	Direction, feedback, information exchange
Production Support Leaders	Communicate, support, information exchange
Manufacturing Employees	Provide direction, guidance, information exchange
Scheduling/Purchasing	Communicate, information exchange

V Problem Solving

- Ensure production is maintained.
- Provide guidance on quality.
- Provide support to employees.
- Accurately detail issues to Bindery Supervisor, Production Manager or V.P. of Operations for resolution.

VI Education and Experience

- Excellent trouble shooting skills.
- Leadership tendencies.
- Good interpersonal skills & communication skills.
- Good organizational skills; knowing location of supplies & materials.
- Ability to read schedules.

VII Travel/Physical Exertion

- Ability to lift 60lbs.on a regular basis.
- Willing to work all shifts.
- Willing to work as needed.

Employee Signature _____ **Date** _____
