

Position Title

Bindery Floor Coordinator

Date Prepared

August 22, 2002

Department

Bindery

Location

Brainerd

Reports to: Bindery Supervisor

I Position Purpose

To deliver all materials needed to all bindery equipment to assure continuous operation.
(No down time waiting)

II Budget Dimensions

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

III Primary Functions: Duties, Responsibilities and Expectations

- Pull all signatures, end sheets, book blocks and covers to proper bindery equipment for entire job prior to previous job finishing (Stitcher, Perfect Binder, Casing In Line)
- Pull all completed press sheets to proper bindery equipment (folders, cutters, laminators, case maker)
- Pull necessary components to Shipping Department for processing.
- Pull all boards needed for job to case maker prior to previous job finishing.
- Ensure all miscellaneous supplies are pulled and available for operators (glue, wire, string, lamination, etc).
- Pull all boxes needed for job and make labels for each job prior to previous job finishing.
- Ensure that all pulled components of each job are organized and grouped together in assigned areas.
- As instructed by manager, assist in hand bindery operations as needed to aid in continuous operation.
- Provide feedback and suggestions on methods for improving productivity.
- Perform periodic checks and provide input on quality related issues.
- Provide feedback and suggestions on areas of high waste and production concerns.
- Notify purchasing or appropriate person when supplies reach low levels; needing to be reordered.
- Performs other duties as required.

IV Communication

Contacts

Nature or Purpose

Department Supervisors
Production Support Leaders
Manufacturing Employees
Scheduling/Purchasing

Direction, feedback, information exchange
Communicate, support, information exchange
Provide direction, guidance, information exchange
Communicate, information exchange

V Problem Solving

- Ensure production is maintained.
- Provide guidance on quality.
- Provide support to employees and Production Support Leaders.
- Accurately detail issues to Bindery 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** _____