

Position Title

Bindery Helper

Date Prepared

January 5, 1995

Revised April 4, 2000

Department

Manufacturing Group

Location

Brainerd

Reports to: Machine Operator/Shift Supervisor

I Position Purpose:

- To assist in the operation of large and small bindery equipment within predetermined time frames as established in bid estimates.
- To be the shift focal point of communication relative to productivity, quality, and raw material usage on assigned equipment.

II Budget Dimensions

- Aids in controlling costs through effective material usage.
- Works with fellow employees to develop skills that will aid in the reduction of raw material usage.
- Provides feedback to Machine Operator/Bindery Lead Person/Bindery Supervisor on opportunities for improvement within the scope of his/her manufacturing process.

III Primary Functions Duties And Responsibilities**Quality**

- Ensure work produced exceeds quality guidelines.
- Fully understand and support Bang quality system.
- Ensure all production specifications are met.
- Implement correcting action to eliminate quality issues
- Review job tickets & job specifications before running all jobs.

Conscientious Supply Usage

- Develops skills to aid in activating 100% of allocated paper goal.
- Use raw materials in a cost-effective manner aimed at reducing supply usage.
- Assist Bindery Supervisor/ Lead Person in defining and addressing areas of high waste.

Productivity

- Operate or assist on assigned equipment.
- If applicable, ensure equipment is operating through shift change and lunch breaks.
- Ensure production times meet or exceed estimated standards on job ticket.
- Control production to ensure jobs are shipped within predetermined time frames.
- Provide feedback to Bindery Supervisor/Lead Person/Machine Operator on areas of production concern.

Maintenance

- Ensure all assigned work areas are kept neat, clean and organized.
- Report all safety concerns to Bindery Supervisor.
- Work with Bindery Supervisor and maintenance department to ensure maintenance is performed in an effective timely manner.

Administration

- Accurately record all production data in Real Time system & on Job Ticket.
- Perform necessary paperwork such as time sheets, code 2's and vacation sheets in a timely manner.

IV Communication

<u>Internal Contacts</u>	<u>Nature or Purpose</u>
1 Bindery Supervisor/Lead Person/Machine Operators	Direction, feedback, information exchange
2 Peers	Liaise with and support each other
3 Manufacturing Employees	Provide direction and guidance
4 Customer Service Reps	Job flow through the works

V Problem Solving

- Ensure production is maintained
- Operate on a quality first basis
- Provide support to fellow employees
- Accurately detail issues to Bindery Supervisor/Lead Person for resolution

VI Education and Experience

- Two years + in trade on similar equipment, graphic arts and/or Technical school background beneficial.
- Excellent trouble shooting skills
- Good interpersonal skills
- Good communication skills

VII Travel/Physical Exertion

- Frequent long hours, 12 hour days
- Ability to lift up to 65lbs. and push/pull 90 lbs.
- Continuous standing, frequent bending, twisting and reaching
- Willing to work all shifts

Employee Signature: _____ **Date:** _____

Performance Expectations

Bindery Helper

1 **Quality**

- A Ensure work produced exceeds expectations.
- B Provide feedback on issues that negatively impact quality.
- C Work in a quality orientated manner that promotes a positive example.

2 **Material Consumption**

- A Consume materials at or below allocated levels.
- B Address areas of high waste to assure operation meets paper waste goal.

3 **Productivity**

- A Insure production is met according to established requirements.
- B Provide feedback to Bindery Supervisor/Lead Person/Machine Operator on areas of production concern.
- C Performance to meet estimated standards.

4 **Policy**

- A Understand and accept all established company policies.
- B Provide input on areas of concern regarding company policy.

5 **Support**

- A Provide feedback to co-workers on areas of performance improvement.
- B Ensure manufacturing area & machinery is neat, clean and organized.
- C Assist in preventative maintenance according to manufacturers timetable and document in maintenance log.