

Position Title

Case-Maker Machine Operator

Date Prepared

December 18, 2002

Department

Bindery

Location

Brainerd

Reports to: Shift Supervisor

I

Position Purpose

To produce Cases (Litho and Cloth) for the following steps in the manufacturing process.

II

Budget Dimensions

- Assures all components are complete before initiating Case-making process
- Works with fellow employees to properly stage incoming and finished product

III

Primary Functions: Duties, Responsibilities and Expectations

- Interpret and understand Case-making schedule.
- Locate and stage work in scheduled sequence
- Check book blocks against job ticket for compliance
- Make dummy book
- Complete Case-maker Quality Checklist for every job.
- Perform set-up for Machine within performance and quality standards
- Maintain acceptable run speed
- Perform quality checks during run to ensure consistency of product as compared to the original Quality Checklist
- Move finished product to staging area
- Complete Job Ticket and Planning tool to capture production information
- Log in required job information on the Hagen System
- Provide training to new operators
- Perform other duties in the Bindery to support overall production goals at the direction of Supervision

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** _____