

**Position Title**  
Laminator Operator

**Date Prepared**  
April 1, 2003

**Department**  
Bindery

**Location**  
Brainerd

Reports to: Shift Supervisor

**I**     **Position Purpose**

- Operate the Laminator to meet quality standards of Bang Printing.
- Work independently to maintain Bang production schedule

**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 through-put.

**III**     **Primary Functions: Duties, Responsibilities and Expectations**

**Technical**

- Review the Laminator schedule to plan the shift activity
- Ensure proper materials are staged
- Make-ready the laminator within quality and production guidelines
- Produce product at manufacturing standards

**Quality**

- Review the following
  - Laminator Set-up
  - Quality of Laminate
  - Condition of incoming press sheets
  - Quality of laminated sheets to the polar cutter
  - Accurate production count of sheets

**Management**

- Maintain housekeeping of equipment and production area
- Perform weekly and preventative maintenance schedules
- Provide consumption record to purchasing to maintain inventory levels
- Provide coverage for vacation and call off of other operators

• **IV**      **Communication**

**Contacts**

**Nature or Purpose**

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 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** \_\_\_\_\_