

Position Title
Corona Perfect Binder Operator

Date Prepared
September 19, 2002

Department
Bindery

Location
Brainerd

Reports to: Shift Supervisor

I **Position Purpose**

- Operate the binder to meet quality and operational requirements of Bang Printing.
- Provide leadership and direction to the 3-knife operator and 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 through-put of the binder.

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

Technical

- Make-ready Binder
 - Set and download program for applicable product line
- Set auxiliary features
 - Book Block Feeder
 - End Sheet Feeder

Quality

- Review the following
 - Pocket Set-up
 - 3-Knife Set-up
 - Boxer Set-up
 - Final trimmed product

Management

- Provide direction for Corona 3-knife operator and helpers
- Ensure employees are following job responsibilities
- Assign alternative work during idle times (breakdown)
- Maintain housekeeping of equipment and production area

- **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** _____