

Position Title

Press Feeder

Date Prepared

November 30, 1994

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Department

Manufacturing Group

Reports to: Press Supervisor

Location

Brainerd

I Position Purpose

To assist the pressman in the printing process in a productive manner, to ensure continuous operation of all Speedmaster Presses.

II Budget Dimensions

- * Assists in reducing press downtime through effective planning of daily activities.
- * Works with fellow employees to develop skills that will aid in the reduction of raw material usage.
- * Provides feedback to Pressman/Press Supervisor on opportunities for improvement.

III Primary Functions Duties And Responsibilities

Quality

% of Time Spent

40%

Key Result Area

Ensure work produced exceeds customer quality guidelines.

Fully understand and support Bang quality system.

Ensure paper is properly loaded and prepared on all presses to eliminate downtime.

Implement correcting action to eliminate quality insures.

Insure skids are properly marked for next operation prior to leaving the pressroom.

Measurement

Zero quality costs

Productivity

% of Time Spent

Key Result Area

Measurement

35%

Operate assigned equipment.

Zero late deliveries.

ensure equipment is operating through shift change and lunch breaks.

Aid in ensuring production requirements are fulfilled according to manufacturing standards.

Ensure Water, Ink, Rags, Press Chemicals, Plates and Stock are prepared for presses prior to it being needed.

Empty soiled rag containers daily.

Empty waste ink and chemical containers daily. Ensure that waste containment area is maintained and kept clean and orderly.

Notify Safety Coordinator when chemical barrels are approaching full level.

Ensure pressroom is kept in a neat, clean and organized state at all times.

Conscientious Supply Usage

% of Time Spent

15%

Key Result Area

Use raw materials in a cost effective manner aimed at reducing chemical/supply usage.

Measurement

Plant operating below planned budget.

Maintenance

% of Time Spent

5%

Key Result Area

Ensure all regular preventive maintenance is performed according to manufacturers recommended time frame.

Report all safety concerns to Press Supervisor.

Accurately record all maintenance performed in Maintenance Log.

Measurement

Equipment up time.

Administration

% of Time Spent

5%

Key Result Area

Accurately record all production data in Real Time system accurately.

Measurement

50% reduction in number of questions regarding lost paper, quality errors, etc.

IV Communication

Internal Contacts

Nature or Purpose

Pressman/Press Supervisor

Direction, Feedback

Peers

Liaise with and support each other

Manufacturing Employees

Provide direction and guidance
Job flow through the shop

V Problem Solving

- * Ensure Production is maintained.
- * Operate on a quality first basis.
- * Accurately detail problems to Press Supervisor for resolution.

VI Education and Experience

High School diploma or equivalent. Graphic arts and/or Technical School background beneficial.

- * Good trouble shooting skills.
- * Good interpersonal skills.
- * Good communication skills.

VII Travel/Physical Exertion

- * Frequent long hours, 12 hour days.
- * Ability to lift 60 lbs. on a regular basis.
- * Willing to work all shifts.

VIII Other Information

Labor Union Member

Employee Signature

Date

Performance Expectations

Press Feeder

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.
- D Be accountable to all pressmen to meet all production needs. To include but not limited to ink, water, paper, chemicals, plates, rags, etc.

2 Material Consumption

- A Ensure trends are observed and feedback from pressman is reacted to in order to reduce raw material usage and losses.

3 Productivity

- A Insure the needs of all presses and pressman are met.
- B Provide feedback to Press Supervisor on areas of production concern.
- C All paper to be prepared for use prior to its need.
- D Ensure pressman has next job to be printed in hand, prior to its being needed.
- E Maintain continuous operation of presses with acceptable levels of productivity.

4 Policy

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

5 Support

- A Acquire the skills & knowledge to effectively operate the presses to serve as back-up.
- B Ensure manufacturing area is neat, clean and organized.
- C Perform preventative maintenance with pressman guidance according to manufacturers timetable.