

**Position Title**

Pressroom Floor Helper

**Date Prepared**

March 17, 2003

(Revised June 10, 2003)

**Department**

Manufacturing Group

**Location**

Brainerd

Reports to: Press Supervisor

**I Position Purpose**

- To assist in the press department with operation and to ensure quality is acceptable at a maximum productivity level.

**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****A. Quality**

- Ensure work produced exceeds quality guidelines.
- Fully understand and support Bang quality system.
- Ensure all production specifications are met.
- Ensure paper is properly loaded and prepared on presses to eliminate downtime.
- Ensure skids are properly marked for next operation prior to leaving the pressroom.

**B. Conscientious Supply Usage**

- Use raw materials in a cost-effective manner aimed at reducing chemical/supply usage.
- Assist Pressman in defining and addressing areas of high waste.
- Ensure Water, Rags and Press Chemicals are available for all presses to ensure continuous operation.
- 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 that all plates, stock, ink and proofs for the next job are at the presses before previous job is completed to ensure quick start-up and minimal down time.

### **C. Productivity**

- Ensure equipment is operating through shift change and lunch breaks.
- Provide feedback to Pressman on areas of production concern.
- Provide backup and support to all presses.
- Performs other tasks as requested.
- Ensures pressroom area is organized, all pallets are in proper area and all loads are pulled away to bindery.

### **D. Maintenance**

- Performs preventative maintenance on press such as lubrication, replacement of small parts, cleaning and installation of rollers, and accurately record all maintenance performed in maintenance log.
- Work with Pressman and maintenance department to ensure maintenance is performed in an effective timely manner.
- Maintains and reads Material Safety Data Sheets (MSDSs). Sees to proper handling and disposal of hazardous chemicals.
- Report all safety concerns to Pressman and follow proper safety procedures when working with potentially dangerous chemicals which includes using personal protective equipment in all situations.
- Assists in cleaning up and keeping immediate work area neat and orderly.

### **E. Administration**

- Accurately record all production data on Bang Printing's process controls, Real Time system on job tickets, load slips, etc.
- Ensure manufacturing area is neat, clean and organized.
- Perform necessary paperwork such as time sheets, code 2's and vacation sheets in a timely manner.

### **IV Communication**

#### **Internal Contacts**

Press Supervisor

Pressman

Peers

Manufacturing Employees

Customer Service Reps

#### **Nature or Purpose**

Direction, feedback, information exchange

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Liaise with and support each other

Provide direction and guidance

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 Pressman 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 60lbs. on a regular basis
- Willing to work all shifts

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**Employee Signature**

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**Date**

# **Performance Expectations**

## **Pressroom Floor 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.
- 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.