

**Position Title**

Stripper

**Date Prepared**

January 9, 1995

**Department**

Manufacturing Group

**Location**

Brainerd

**Reports to:** Pre-Press Manager**I Position Purpose**

- To perform manual & equipment tasks related to procedures for film assembly & proofs within predetermined time frames as established in bid estimates.
- To be the shift focal point of communication relative to productivity, quality, and raw material usage on assigned jobs and equipment.

**II Budget Dimensions**

- Aids in controlling costs through effective material usage.
- Works with fellow employees to develop skills that will aid in the reduction of raw material usage.
- Provides feedback to Pre-Press Manager on opportunities for improvement within the scope of his/her manufacturing process.

**III Primary Functions Duties And Responsibilities****Quality**

- Ensure work produced exceeds quality guidelines.
- Fully understand and support Bang quality system.
- Ensure all production specifications are met.
- Implement correcting action to eliminate quality issues.
- Train apprentices to become effective strippers.
- Label all flats & film to ensure consistency throughout the department

**Conscientious Supply Usage**

- Develops skills to aid in activating 100% of allocated material goal.
- Use raw materials in a cost-effective manner aimed at reducing chemical/supply usage.
- Assist Pre-Press Manager in defining and addressing areas of high waste.

**Productivity**

- Produce jobs & operate assigned equipment.
- Ensure production times meet or exceed estimated standards on job ticket.
- Control production to ensure jobs are shipped within predetermined time frames.
- Provide feedback to Pre-Press Manager on areas of production concern.
- Learn to set up, run and maintain all pre-press equipment including step & repeat and plating/proofing equipment.

## **Maintenance**

- Ensure all regular preventive maintenance is performed.
- Report all safety concerns to Pre-Press Manager.
- Work with Pre-Press Manager and maintenance department to ensure maintenance is performed in an effective and timely manner.
- Accurately record, label and maintain all customer files in an effective and organized manner.

## **Administration**

- Accurately record all production data in Logic system.
- 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**

- \* Pre-Press Supervisor
- \* Peers
- \* Manufacturing Employees
- \* Customer Service Representatives

### **Nature or Purpose**

- \* Direction, feedback & information exchange.
- \* Communicate with and support each other.
- \* Provide direction and guidance.
- \* Job flow through the works.

### **External Contacts**

- \* Vendors
- \* Customers

### **Nature or Purpose**

- \* Raw material issues.
- \* Job specifications

## **V Problem Solving**

- Ensure production is maintained.
- Operate on a quality first basis.
- Provide support to fellow employees.
- Accurately detail issues to Pre-Press Supervisor for resolution.

## **VI Education and Experience**

- Two Years + in trade on similar equipment, graphic arts and/or Technical school .
- Excellent trouble shooting skills.
- Good interpersonal skills.
- Good communication skills.

## **VII Travel/Physical Exertion**

- Travel as required which may include occasional overnight stays.
- Frequent long hours, 12-hour days.
- Ability to lift 60 lbs. on a regular basis.
- Willing to work all shifts.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## **Performance Expectations** **Stripper**

### **1**     **Quality**

- A     Ensure work produced exceeds expectations.
- B     Provide feedback on issues that negatively impact quality.
- C     Work in a quality oriented manner that promotes a positive example.
- D     Assist and train the apprentices as needed.

### **2**     **Material Consumption**

- A     Consume materials at or below allocated levels.
- B     Address areas of high waste to assure operation meets material usage goal.

### **3**     **Productivity**

- A     Ensure production is met according to established requirements.
- B     Provide feedback to Pre-Press Supervisor on areas of production concern.
- C     Performance to meet established standards.

### **4**     **Policy**

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

### **5**     **Support**

- A     Provide feedback to apprentices on areas of performance improvement.
- B     Ensure manufacturing area is neat, clean and organized.
- C     Perform preventative maintenance according to manufacturers timetable and document in maintenance log.