



## Press Material Handler

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**Department:** Label

**FLSA Status:** Non-Exempt

**Work Schedule:**

- Monday-Thursday, 7 a.m. – 4 p.m., work 36 hours paid for 40
- Monday-Thursday, 3 p.m. – Midnight, Work 36 hours paid for 40
- Monday – Thursday, 11 p.m. – 8 a.m., Work 36 hours paid for 40
- Weekend Shift: Friday-Sunday , 3am-3pm, work 36 hours paid for 40

**Positions Supervised:** None

**Job Status:** Full Time

**Reports To:** Shift Supervisor

**Amount of Travel Required:** *No travel required*

### POSITION SUMMARY

This position is responsible for providing assistance to the Press Operators by supplying all machines (15 machines) with the appropriate raw materials to ensure production goals are being achieved with safety, quality, and productivity in mind. ***This is a very physical role, hanging paper stock rolls and changing stock roles.***

### REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of hanging paper stock roles and maintaining the work area.

### ESSENTIAL FUNCTIONS

- Hang paper stock rolls and operate necessary equipment to change stock rolls when empty or setting up for new runs.
- Ensure all splice units are properly maintained.
- Review work orders to determine the required stock and quantity needed at each machine. Time Management is a critical skill.
- Utilizing hand and/or powered lift trucks assist with stocking each press for upcoming jobs. Stock should be in designated areas and organized.
- Remove unused stock, skids, etc. from press area when needed.
- Empty paper bins, garbage cans, and maintain operation of compactor.
- Ensure work area remains clean, organized, and within the 5's standards throughout shift.
- Assist with Inventory processes as needed.

- Other duties as assigned.

## POSITION QUALIFICATIONS

### Competency Statements

- Accountability - Ability to accept responsibility and account for his/her actions.
- Adaptability – The extent to which an individual can fit into a changing working environment.
- Communication - Ability to communicate effectively with others using the spoken or written word.
- Decision Making - Ability to select an effective course of action while controlling resources and expenditures.
- Organized – Ability to be structured and methodical in working skills.
- Problem Solving – The ability of the individual to recognize courses of action which can be taken to handle problems or potential problems, and applying plans to solve those problems.
- Reliability – The ability of the individual to be dependable and trustworthy.
- Responsible – The ability of the individual to be answerable for their conduct.

## SKILLS & ABILITIES

### Required Education

- High School Diploma or GED

### Computer Skills

- Microsoft Office Suite (Excel, Outlook, Word).

### Certifications & Licenses

- No required experience

### Other Requirements

- Knowledge of LEAN and/or Six Sigma processes is a plus.
- Mechanical Aptitude is a must.

## PHYSICAL DEMANDS

### Physical Demands

Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	C (Constantly)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	F (Frequently)
Reach Outward	C (Constantly)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	

Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	C (Constantly)
Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**OTHER PHYSICAL REQUIREMENTS**

- Vision (Near, Distance, Peripheral, Depth Perception)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) (Hearing protection, safety glasses, goggles, or shields, cut gloves)

**WORK ENVIRONMENT**

Work is performed indoors in a manufacturing setting with regular exposure to cold, heat, noise, inks, and moving machines/equipment.

Equal Opportunity Employer-Disabled/Vets

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*