



Flexographic Relief Press Operator/ Support / Manhasset Operator

Department: Label

FLSA Status: Non-Exempt

Work Schedule:

CA 1st Shift: Monday-Friday, 6 a.m.-2 p.m.

Overtime as required

Job Status: Full-Time

Reports To: Plant Manager

Amount of Travel Required: No travel required

Positions Supervised: None

POSITION SUMMARY

The relief press operator/ support/ Manhasset operator is responsible for covering breaks on the printing machines to produce print on label rolls, providing assistance to the press operators by supplying all machines with the appropriate raw materials, setting up line equipment, labeling cases, packaging of product and quality control and learning and operating the Manhasset.

The essential functions of each parts of this position will be performed at varying times based upon the priority needs of the shop.

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.

Relief Press Operator responsibilities

1. Relieve the printing presses through breaks to help achieve daily targets by keeping them running or reducing make ready time by the use of the following functions;
2. Inspect and examine printed products for print clarity, color accuracy, conformance to specifications, and external defects.
3. Reposition printing plates, adjust pressure rolls, or otherwise adjust machines to improve print quality, using knobs, hand wheels, or hand tools.
4. Set and adjust speed, temperature, ink flow, and positions and pressure tolerances of equipment.
5. Examine job orders to determine details such as quantities to be printed, production times, stock specifications, colors, color sequences, and anilox BCM.
6. Select and install printing plates, rollers, feed guides, gauges, screens, stencils, dies, and cylinders in machines according to specifications, using hand tools.
7. Monitor feeding, printing, and racking processes of presses to maintain specified operating levels and to detect malfunctions, making adjustments as necessary.

8. Load, position, and adjust unprinted materials on holding fixtures or in equipment loading and feeding mechanisms.
9. Pour or spread ink, color compounds, and other materials into reservoirs, troughs, hoppers, or color holders of printing units, making measurements and adjustments to control color and viscosity.
10. Blend and test inks, stains, and solvents according to types of material being printed and work order specifications.
11. Clean and lubricate printing machines and components, using oil, solvents, brushes, rags, and hoses.
12. Measure screens and use measurements to center and align screens in proper positions and sequences on machines, using gauges and hand tools.
13. Monitor and control operation of auxiliary equipment to assemble and finish products.
14. Pack and label cartons, boxes, or bins of finished products.

Support responsibilities

1. Review work orders to determine the required boxes, cores, skids, stock and quantity needed at each machine. Utilizing hand and/or powered lift trucks ensure that each machine is properly stocked for upcoming jobs. Raw materials and stock should be in designated areas and organized.
2. Hang paper stock rolls and operate necessary equipment to change stock rolls when empty or setting up for new job.
3. Remove unused boxes, cores, stock, skids, etc. from machine when job is completed and return to appropriate areas in warehouse.
4. Empty paper bins and garbage cans. Responsible for general housekeeping of the press area.
5. Run press accurately and efficiently while operator is on breaks. Ensuring the machine does not stop or slow down.
6. Scan finished product for entry into the finished good system.
7. Transfer finished products from work areas to warehouse or shipping.
8. Assist Shipping & Receiving as needed.

Manhasset Operator

1. Learn the operation of the Manhasset press to take over the production runs of this press.

Other duties as assigned

POSITION QUALIFICATIONS

Competency Statements

- **Accountability:** The extent to which an individual is willing to accept responsibility.
- **Accuracy:** The extent to which an individual's work is correct and error free within company policies and guidelines.
- **Adaptability:** The extent to which an individual can fit into a changing work environment.

- Communication, Oral & Written: The extent to which an individual communicates with clarity, actively engaging in conversations in order to clearly understand others' message and intent, and received and processes feedback.
- Organized: The ability of the individual to be structured and methodical in working skills.
- Problem Solving: The ability to recognize courses of action which can be taken to handle problems or potential problems.
- Safety Awareness: The ability to identify and correct conditions that affect employee safety.

SKILLS & ABILITIES

Required Education

- High School Diploma or GED

Preferred Education

- Technical Certification or Associates Degree in printing processes.

Required Experience

- Previous flexographic printing experience.

Computer Skills

- Must have working knowledge of the use of a PC and Microsoft Office (Word, Excel, Outlook)

Other Skills

- Mechanical aptitude a must

PHYSICAL DEMANDS

| Physical Demands | | Lift/Carry | |
|----------------------|------------------|------------------|------------------|
| Stand | C (Constantly) | 10 lbs or less | C (Constantly) |
| Walk | F (Frequently) | 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 | C (Constantly) | Push/Pull | |
| 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, 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.