

Job Description

Job Title: Press Assistant

Department: Press

Payroll Status: Hourly Nonexempt

Hours: Rotating Shifts. Weekends and overtime as required.

Purpose of the Position: The primary purpose of the Press Assistant position is to assist the Press Operator in the smooth operation of his/her assigned press. This includes all phases of operation (makeready, run, washup, and maintenance).

Responsibilities:

Depending upon the press assigned, certain responsibilities may be performed at an advanced level or not performed at all.

Makeready

Inspects all stock loads prior to placing in the press feeder, to determine if the loads are qualified to run. Notifies the Press Operator if any quality problems exist in the loads.

Winds sheets and loads paper in the paper feeder.

Sets or adjusts the following:

- paper pile height
- feeder board tapes, wheels and hold down devices
- sheet separators and forwarding suckers
- vacuum and blow down devices
- side guide controls
- double sheet detector

Assists the Press Operator in blanket preparation and adjustment for optimum print quality.

Mixes dampening solution to specified requirements and tests the conductivity. Makes adjustments when necessary.

Loads ink in the fountain and assists the Press Operator in ink preparation.

Ensures that everything needed for the next job is brought to the press (while the current job is running) and checks for complete and accurate information on the job ticket and related materials. This includes:

- job ticket
- inks
- plates
- approved samples or proofs
- stock
- waste makeready sheets

Assists the Press Operator in any other responsibilities relating to the makeready phase of the press.

Running

Helps the Press Operator interpret color bars, star targets, side guide marks, and slur gauges to control print quality.

Loads paper and operates and maintains the continuous feeder and delivery system throughout the press run to eliminate unscheduled down time.

Checks press sheets for marks and abrasions.

Assists the Press Operator in any other responsibilities relating to the run phase of the press.

Washup

Selects and uses proper solvents for blankets used.

Washes the inking system either manually or using electronic features.

Cleans the dampening system.

Cleans blankets, bearers and back cylinders.

Performs general cleanup of the press and press area, returning tools and supplies to their appropriate storage area.

Assists the Press Operator in any other responsibilities relating to the washup phase of the press.

Press Support

Operates material handling equipment to move raw materials, supplies, printed press sheets and finished products throughout the plant.

Properly handles and disposes pressroom waste materials (i.e. scrap paper, ink, solvents, oil, grease, fountain solution).

Responsible, along with the Press Operator, for keeping the assigned equipment and pressroom clean and orderly.

Replies and winds stock in preparation for running. Replies finished sheets to free up press boards and skids and hasten drying time.

Mixes chemicals when necessary and uses them responsibly (i.e. following all safe handling guidelines and not wasting the chemicals).

Sets up, labels, and properly uses waste paper recycling boxes.

Wipes down presses during unscheduled maintenance periods.

Performs routine maintenance, updates maintenance logs, and notifies the Press Operator of maintenance problems.

Returns unused skids and leftover paper to the Shipping/Receiving department.

Maintains an orderly supply of scrap stock.

Maintains and labels an organized supply of blankets.

Makes Shop Floor Data Entry entries to the appropriate codes to record time spent doing press support.

Relieves Press Operator for breaks and assumes the responsibilities of the Press Operator during this period.

Assists on presses and in other areas of the pressroom as needed and qualified. Also assists in the Bindery and Shipping/Receiving departments when requested. This includes miscellaneous handwork and local deliveries.

Reports to/Supervises:

Reports directly to and receives training, supervision, coaching, evaluation, and assistance from the Press Manager.

Knowledge and Skills Required:

The Press Assistant must understand the sequence of production operations in the press department. Basic math skills including addition, subtraction, multiplication, division, and converting fractions into decimals and vice-versa. Ability to solve ratios and proportions from job ticket, read and calculate weight measurements. Strong interpersonal communication skills and ability to work within a team environment. Good problem solving skills to be able to recognize, identify, analyze, generate alternatives, and communicate with others about problem situations.

Mental and Physical Requirements:

The Press Assistant must be able to perform the following job related functions: Hear and speak effectively in order to communicate with regular and temporary employees; read both handwritten and typed notes; write and type documents and messages; evaluate own work; adapt to changes in customer's specifications and standard operating procedures; handle multiple tasks simultaneously and prioritize them; work under conditions caused by deadlines; bend, stretch, reach, and kneel to perform duties of the position; lift repetitively and move at least 50 pounds; and stand for prolonged periods of time. Must also be able to satisfy the Knowledge and Skills requirements and fulfill the responsibilities of the position with or without a reasonable accommodation (as defined in the Americans With Disabilities Act of 1990).