

# 3-Knife Trimmer Operator

- Ensures the trimmer is set up and operating properly to accurately and safely trim quality books.
- Ensures cartons and skids are retrieved for each job.
- Sets up label machine with information from the work order.
- Sets up and maintains trimmer.
- Helps to supervise Material Handlers who work on the machine.
- Complies with a daily operation schedule.
- Retrieves work orders from the computer.
- Prepares the trimmer to run the job according to the size of the book and specifications.
- Determines pallet pattern and height for each job and communicates this to material handler.
- Processes all necessary paperwork @ quality check lists, skid tickets, p/m check lists
- Ensures books are trimmed, boxed, and delivered to shipping.
- Inspects initial trimmed book and corrects any potential problem immediately.
- Ensures all trimmer knives used are sharp and handled safely.
- Produces pre-prep pads to trim books while machine is not in operation.
- Performs housekeeping on machine between jobs and during any down time.
- Work rotating shifts while maintaining satisfactory attendance to adequately staff equipment and maintain productivity.
- Assist with training others as needed.

## PREFERRED SKILLS

- 3-Knife Trimmer Operator Experience
- Bindery Experience
- Printing Industry Experience
- Experience as a lead & or directing a crew

## REQUIRED SKILLS

- Good reading comprehension
- Basic math skills including calculation of decimals/fractions
- Must be able to use a ruler and calculator
- High degree of initiative and attention to detail needed
- Mechanical skills
- Machine operating experience
- Basic computer skills
- Self-discipline and self-motivation preferred.

## EDUCATION

- High School Diploma or GED preferred

**Please send me your resume for immediate consideration or come in and fill out an application for a possible on the spot interview.**

Christy Bowman  
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