

Bindery Operator

- Coordinates the activities of employees assigned to the line to bind signatures into quality book blocks
- Ensures proper glue application, spine wrap and formation of spine
- Oversees conveyor system (saws, hopper, guides and pressure for saw and belts) leading to stackers and trimmers.
- Responsible for setting scanner to ensure proper collation.
- Responsible for perfect bind preparations.
- Maintains a ready supply of glue(s), End sheets, Spine Wrap, etc.
- Keeps hot melt glue pre-melters filled in order to have a ready-supply for production.
- Determines types of cold glue needed for various weights of paper and oversees the changing of one type of glue to another.
- Responsible for preparing the machine for paper covers.
- Responsible for keeping the area clean and safe.
- Responsible for daily job report to summarize what has been completed for the shift and communicate any problems incurred.
- Maintain machine and perform daily preventive maintenance.
- Obtains and interprets job orders.
- Sets up machine to job specification.
- Reports all unsafe acts of crew members, unsafe and/or improperly functioning machine conditions, quality problems, incorrect/questionable job order information including any failure to reach/obtain order quantities to supervisor immediately.
- Lube and clean machine as necessary.
- Drains and cleans the hot melt pots.
- Performs operator preventive maintenance responsibilities during scheduled preventive maintenance.
- Works with maintenance personal to correct any mechanical or electrical problems during scheduled preventive maintenance.
- Assist with training others as needed.

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
- Basic computer skills
- Self-discipline and self-motivation preferred.
- Previous Bindery Operator experience
- Printing Industry experience
- Experience as a lead & or directing a crew

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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