

# Small Machines Operator (Shrink-wrap / Tipper / Sticker Machines and other Machines)

- Prepare, set-up, safely operate and maintain machine(s) to produce product to specification.
- Obtain, read and comprehend job work orders; set up and run machine to safely produce product to specification.
- Understand quality requirements, perform frequent quality checks and record on checklist
- Perform pull process.
- Process samples per SOP and ensure they are identified clearly.
- Comprehend mechanics of machine and the process involved in moving product through operation producing good product.
- Accurately report production information (count and hours – make-ready, run, downtime)
- Be familiar and use tools necessary to set up, run and maintain equipment.
- Generate maintenance work orders as required for machine repair.
- Respect equipment by keeping all guards in proper place, machine clean and lubricated.
- Clean under and around machine; keep area clear of debris and safety hazards.
- Keep area organized and supplies in proper place.
- Give crew direction and instruct as needed..
- Assist with training others as needed.
- Cross-train on other similar level machines (folders, flatcutters, slitters, packsize etc.)

## PREFERRED SKILLS

- Small Bindery Machine operations experience
- Printing Industry experience
- Shrink-wrap/Sticker/Tipper Machine experience

## 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  
Human Resource Representative  
**Berryville Graphics, Inc.**  
25 Jack Enders Blvd., Berryville, VA 22611 USA  
T 540 955-2750  
DD 540-955-9236  
F 540-955-9217