

Job Description

JOB TITLE	Press Helper
REPORTS TO	
DEPT/LOCATION	Louisville, KY, Hicksville, NY, Berryville, VA
FLSA	Non-Exempt/Hourly

GENERAL DESCRIPTION

The Press Helper functions under the direction/supervision of the Press Operator. The position is responsible for assisting in make-ready and run to meet or exceed the customer quality specifications. The

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reads job specifications as to determine machine adjustments and material requirements.
- Ensures job and material is in order prior to machine set up.
- Hangs plates, checks register, performs rule outs and assists in set-up and run.
- Move / load paper in and out of press, move product, assist with wash-ups, keep supplies available, etc.
- Responsible for job content checks
- Provide support to Press Operator
- Aid in monitoring quality throughout press run
- Mix ink
- Maintains the work area and equipment in a clean and orderly condition
- Assist trouble shooting minor mechanical issues when maintenance is not available.
- Follows all safety and operational procedures
- Other duties as assigned

EXPERIENCE AND QUALIFICATIONS

- Ability to lift up to 50 pounds
- Able to stand for long periods of time
- Ability to take instruction from Pressman
- Ability to read job bags and use a ruler
- Work well in a team environment
- Work overtime as need
- Ability to work within department standards with a strong attention to details