

3-Knife Trimmer Operator

Job Purpose: Ensures the trimmer is set up and operating properly to accurately and safely trim quality books

Essential Functions:

- 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

EXPERIENCE AND QUALIFICATIONS

- Ability to lift up to 50 pounds
- Able to stand for long periods of time
- Ability to take instruction from Binder Operator
- Ability to read job bags and use a ruler
- Work overtime as need
- Strong attention to detail
- Must be able to work 12 hour shifts (7:30am-7:30pm or 7:30pm-7:30am) including weekends and holidays