

Assistant Binder Operator

Job Description: Assists the Binder Operator on the high-speed line with all his job duties as well as coordinate the activities of employees assigned to the line to bind signatures into quality book blocks.

Essential Functions:

- Follows JWI-BD 207 instruction of operating gathering machines.
- Helps operator to ensure proper glue application, cover application/ formation of spine.
- Helps filling pockets and does bundles as needed.
- Fills in for all material handlers and operators as needed.
- Oversees Gatherer, and assists with make-ready of Binder, Saw and Conveyor System leading to trimmers and stackers.
- Responsible for setting and testing the operation of the scanner. Responsible for monitoring scanner to ensure proper collation.
- Ensures all components are ready before job is set in. As binder operator directs communicates with appropriate parties (driver, WIP coordinator, and supervisor) regarding the production schedule and timely set-in of necessary components.
- Responsible for training on and operation of Binder, Gatherer, Conveyor Belt System, Trimmers, Stackers and Palletizer Equipment on all Soft cover lines.
- Maintains a ready supply of glue(s), Covers, Pallets, Cartons, etc.
- Ensures hot melt glue pre-melters are filled in order to have a ready-supply for production.
- Ensures cover feeder remain filled.
- Responsible for keeping the area clean and safe.
- Obtains and interprets job orders.
- Helps operator set 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 operator immediately.
- Lube and clean machine as necessary.
- Drains and cleans the hot melt pots
- Performs and assists operator in p/m responsibilities during scheduled p/m's
- Works with maintenance personal to correct any mechanical or electrical problems during scheduled preventive maintenance

EXPERIENCE AND QUALIFICATIONS

- Ability to lift up to 50 pounds
- Able to stand for long periods of time
- Knowledge of roll stands a plus
- Ability to take instruction from Binder Operator

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- 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