

Flat Cutter Operator

Job Description: Provides support to Bindery with cut material to help manufacture books.

Essential Functions:

- "Lays Out" job to be cut on the trimmer machine
- Inputs information determined by sheet images into trimmer computer
- Removes paper stacks ("lifts") from skids and places them in trimmer to cut job
- Cuts blank paper for the Sheetfed Press
- Operates stacker by taking paper from trimmer and loading into stacker; this paper is stacked onto another skid
- Completes a Daily Production Report, reflecting jobs that have been cut
- Performs preventative maintenance of the flat cutter machine
- Performs clean-up of machine area
- Assist with training others as needed
- Maintaining satisfactory attendance to adequately staff equipment and maintain productivity

EXPERIENCE AND QUALIFICATIONS

- Ability to lift up to 50 pounds
- Able to stand for long periods of time
- Ability to read job bags and use a ruler
- Work overtime as need
- Strong attention to detail