

Folder Operator

Job Description: Prepare, set-up and maintain folding machine(s) to properly fold flat sheets into signature form; illustrations, end sheets, etc.

Essential Functions:

- Read, comprehend work orders for each job;
- Check unfolded sheets for quality previous to folding for proper collation.
- Report any improper layouts, printing to supervisor immediately; Clear, accurate count and production reporting.
- Obtain, read and interpret job work orders; set up folder to fold precisely without any loss of quality to printing.
- Simple troubleshooting as necessary to maintain correct imposition; Folds throughout job.
- Load folder with flat sheets during job run.
- Accurately report production as necessary daily.
- Use ruler and tools necessary to set up and maintain equipment.
- Respect equipment by keeping all guards in proper place and machine clean and lubricated.
- Clean under and around machine; keep area clear of debris and safety hazards.
- Keep supplies in proper space.
- Clean and lubricate machine according to weekly lubrication needs.
- Provide maintenance with information needed for monthly scheduled preventative maintenance service.
- Assist maintenance with scheduled preventative maintenance.
- Train new operators as assigned.

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