

Jacket Machine Operator

Job Description: This position is responsible for safely operating the jacketing machine and the preparation of books to be shipped at an optimum production speed.

Essential Functions:

- Reviews and interprets daily schedule and work orders for instructions, quantities, and samples.
- Makes sure correct materials are used for the job.
- Set up and adjust machine as needed.
- Remove finished books from delivery end of machine carton and/or stack off on skids.
- Performs quality checks as required.
- Prepare skid tickets for each load of completed books.
- Keep track of all work produced and any extra components.
- Processes drop shipments as required.
- Keep work areas clean as needed.
- Accurately complete the required electronic tie – out.
- Insures work ability of the spray system and monitors proper water application.
- Lubrication and cleaning of machine and perform weekly preventative maintenance.
- Perform operator preventive maintenance responsibilities during any downtime.
- Assists maintenance during preventative maintenance and breakdowns.

EXPERIENCE AND QUALIFICATIONS

- Previous Jacket Machine experience
- Bindery experience
- Printing Industry experience
- Experience as a lead & or directing a crew
- Good reading comprehension
- Basic math skills including calculation of decimals/fractions
- Must be able to use a ruler and calculator
- High degree of initiative and attention to detail needed
- Mechanical skills
- Basic computer skills
- Self-discipline and self-motivation preferred.
- Must be able to work 12 hour shifts (7:30am-7:30pm or 7:30pm-7:30am) including weekends and holidays