

## Material Handler

Job Description: Feed components into machines and/or palletize near completed or completed work onto pallets as necessary to process work through the bindery

### Essential Functions:

- Reports to designated supervisor, lead and/or machine operator for job assignment.
- Performs one of the following tasks as directed by the Supervisor or lead based on priorities and schedules within the department:
- Feed loose signatures from pallets to assigned pockets on gatherer.
- Feed book blocks from a pallet to the binding line.
- Stack blank cases to a pallet at the end of the Casemaking machine.
- Stack stamped cases to a pallet at the end of the case stamper.
- Assist with handwork (jacketing, book repair, stickering, inserts, stacking and piling off) as the schedules dictates.
- Stack loose books on pallets.
- Carton books.
- Stack cartoned books on pallets.
- Visually inspect product for defects and report any problems to machine operator, supervisor or lead immediately.
- Follows all standard operating and safety procedures for particular job assignment.
- Performs general housekeeping duties as required during the shift.
- Performs all job functions in an ISO compliant manner.
- Assist maintenance and machine operator in cleaning machine during monthly preventative maintenance
- Clean various areas in department as assigned by supervisor.
- Work rotating shifts while 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 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 (7am-7pm or 7pm-7am) including weekends and holidays