

## Norwood Operator

Job Description: Operates the Norwood machine by folding and cutting roll paper stocks into endsheets.

### Essential Functions:

- Pulls work orders as needed
- Sets-up machine according to job specifications and makes adjustments as needed, such as adjusting web paper, tension on rollers and wheels, etc.
- Adjusts knives for slit paper
- Stack off finished endsheets either in boxes or on skids
- Completes all necessary paperwork such as production report, skid tickets, machine logbook, etc.
- Pushes loaded boxes of endsheets to staging area

### EXPERIENCE AND QUALIFICATIONS

- Printing Industry experience
- 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