



JOB DESCRIPTION

<u>OCCUPATION:</u> PRESS ASSISTANT - JEFFERSON	<u>DEPARTMENT:</u> MANUFACTURING
<u>JOB PURPOSE AND REPORTING STRUCTURE:</u> Under the direction of Plant Supervision, set up and operate presses to produce product to customer specifications, meeting delivery requirements and meeting or exceeding quality standards.	
<u>ESSENTIAL DUTIES AND RESPONSIBILITIES</u> include, but are not limited to the following: <ul style="list-style-type: none">• Prepare inks, solvents, film, and all necessary materials for press operation.• Assist Press Operator with all necessary duties to operate press.• Check running film for flaws and splices.• Remove completed products from the presses.• Clean presses and pumps according to required standards.• Pull stock out storage as needed.• Maintain departmental housekeeping standards.	
<u>QUALIFICATION REQUIREMENTS:</u> To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	
<u>EDUCATION AND/OR EXPERIENCE:</u> Requires education generally equivalent to a high school diploma and three to twelve months of related experience to become familiar with equipment and processes.	
<u>LANGUAGE SKILLS:</u> Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on one and small group situations.	
<u>MATHEMATICAL SKILLS:</u> Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.	

Note: The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear and taste or smell. The employee frequently is required to use hands to finger, handle, or touch objects, tools, or controls and reach above shoulders. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and use foot/feet to operate machine.

The employee must regularly lift and/or move up to 100 pounds.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to vibration. The employee is occasionally exposed to the risk of electrical shock.

The noise level in the work environment is usually loud.