



HAMMER PACKAGING

Leading with the Right People

Position Description for **Press General Worker**

Reports To: Press Operations Manager

FLSA: 2

EEO: 6

Job Grade: 0

Last Update: 8/28/2012

Previous Version:

Qualifications:

Education/Certifications:

High School Diploma or equivalent

Knowledge/Experience:

1 year experience preferred in a press environment.

Skills:

Communication, Math, Interpersonal Skills.

Basic Accountability:

1. Knowledge of, understanding of and compliance to all QOD's (SOP) that is associated with job description
2. Actively participate in Hammer Packaging's Lean, TPM, Quality, Product Safety, SQF (Safe Quality Foods), and Workplace Safety programs.
3. Initiative: tackles problems, takes independent action, seeks out new responsibilities, recognizes and acts on opportunities, generates new ideas, practices self-development.
4. Communication: communicates well both verbally and in writing, shares information and ideas with others, completes all paperwork.
5. Interpersonal: has good listening skills, seeks out feedback and constructive criticism, flexible and open minded.
6. Dependability: meets commitments, accepts accountability, works independently, handles change, stays focused under pressure and meets attendance requirements.
7. Problem Solving: anticipates and prevents problems, defines problems and identifies root cause, overcomes obstacles, help solves team problems.
8. Productivity: manages a fair workload, takes on additional responsibilities as needed, manages priorities, develops and follows work procedures, manages time well, handles information flow.
9. Quality: attentive to detail, is committed to quality standards, makes continuous improvements, monitors quality levels, owns and acts on quality problems.
10. Work Environment: promotes mutual respect, keeps workplace safe and clean, and supports safety programs.
11. Teamwork: contributes to team projects, exchanges ideas, opinions, helps prevent and resolve conflict, works with other departments, develops positive working relationships.
12. Job Knowledge: understands job duties and responsibilities, has necessary job skills and knowledge, has technical skills, knowledge, understands, operates equipment; understands and promotes company mission and values, keeps current with new developments.

Press General Worker (continued)...

13. Perform bar code quality assurance checks at job/customer specific intervals.
14. Put ink in proper fountains and maintaining a good level throughout production.
15. Retrieve coating and establishing the proper viscosity. Maintaining proper viscosity by periodically monitoring.
16. Proofread press sheets during make ready and/or when plates are remade during production. Inspect sheets for defects including, issuing/wrong copy, number up, coating position and other critical print characteristics.
17. Perform wash up with crew at the end of the job and/or when plates are remade during production. Inspect sheets for defects including missing/wrong copy, number up, coating position and other critical print characteristics.
18. Recording of ink usage and returning ink to the Ink room.
19. Perform wash up with crew at the end of the job and/or production cycle.
20. Clean and gum plates to be saved.
21. Prepare general supplies and remove garbage that is generated from the press operation.
22. Wash up and set up of the coater unit.
23. Changing of the delivery load.
24. Perform all duties associated with TPM daily task list associated with this press
25. Performance of bar code quality assurance checks according to plans.
 - a. Putting ink in proper fountains and maintaining a good level throughout production
 - b. Retrieving coating and establishing the proper viscosity. Maintaining proper viscosity by periodically monitoring.
 - c. Proofreading press sheets during make ready for defects, missing/wrong copy, number up, coating position, and other critical print characteristics.
 - d. Washing blankets during wash up.
 - e. General worker will perform wash up with crew.
 - f. Cleaning and gumming save plates.
 - g. Washing up and setting up the coater unit.
26. Perform the activities of unit roller maintenance.
27. Handling and disposing of printed press waste in accordance with Hammer Packaging's recycling procedures.
28. Retrieve substrate for the second pressman as needed.
29. Setting over finished work in preparation for further work when necessary.
30. Work with second pressman to properly prepare partial loads/rolls of blank substrate for return to inventory (wrapped and labeled properly).
31. Obtain ink from designated location.
32. Log in/out of Vision at the start/end of shift or when changing presses.
33. Make and inventory coating blankets. Make at least two per shift until maximum level has been reached.
34. Maintain solvent levels in automated wash systems (blankets/cylinders/rollers).
35. Maintain chemical room (when assigned).
36. Maintain coating racks (when assigned).
37. Properly perform weekend maintenance (when assigned).
38. Perform tasks assigned by 1st press operator related to the safety, quality and productivity of the press. First press operators are expected to communicate tasks in a professional manner and provide training or guidance as needed

Base Training Period (Hours): 720

Working Conditions:



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Physical Job Requirements

0: Never, 1: Occasionally, 2: Frequently, 3: Constantly

Office/ Administration/ Management

Production/ Manufacturing

Use of Telephone:	<input type="checkbox"/>	Standing:	<input type="checkbox" value="3"/>
Standing:	<input type="checkbox"/>	Sitting:	<input type="checkbox" value="0"/>
Sitting:	<input type="checkbox"/>	Kneeling:	<input type="checkbox" value="1"/>
Walking:	<input type="checkbox"/>	Bending Over Sideways:	<input type="checkbox" value="2"/>
Lifting up to 10 lbs:	<input type="checkbox"/>	Climbing Stairs:	<input type="checkbox" value="0"/>
Lifting more than 10 lbs:	<input type="checkbox"/>	Walking:	<input type="checkbox" value="2"/>
Keyboarding or Typing:	<input type="checkbox"/>	Lifting up to 10 lbs:	<input type="checkbox" value="2"/>
Viewing Computer Screen:	<input type="checkbox"/>	Lifting more than 10 lbs:	<input type="checkbox" value="2"/>
Public Speaking:	<input type="checkbox"/>	Lifting more than 50lbs:	<input type="checkbox" value="2"/>
Climbing Stairs:	<input type="checkbox"/>	Lifting more than 100 lbs:	<input type="checkbox" value="0"/>
Meeting Participation:	<input type="checkbox"/>	Exposure to High Speed Moving Parts:	<input type="checkbox" value="2"/>
		Exposure to Chemicals:	<input type="checkbox" value="0"/>
		Exposure to Chemical Fumes:	<input type="checkbox" value="0"/>
		Exposure to Loud Noises:	<input type="checkbox" value="1"/>
		Exposure to or Use of Sharp Objects:	<input type="checkbox" value="1"/>
		Hand Truck Operation (Electric or Manual):	<input type="checkbox" value="2"/>
		Focusing Using a Magnifying Glass:	<input type="checkbox" value="0"/>
		Meeting Participation:	<input type="checkbox" value="1"/>