



Job title	Printing Machine & Cutter Operator
Reports to	Glass Department Manager

Summary

The Printing Machine & Cutter Operator will run the printing machines. Is responsible to operate machinery within a fast paced production environment to produce quality products according to work orders, and customer requirements.

Duties and responsibilities

- Operate printing machines according to specifications
- Adept at making machine adjustments as per production demands.
- Complete paperwork per job specifications
- Pull labels off of trays and boxes
- Maintain paint in the machine
- Clean machine during shift and end of shift
- Provide feedback to Production Manager and other areas regarding potential product and /or process improvements.
- Establish, implement, and ensure compliance to SOP's to guarantee that all products meet established quality criteria.
- Maintains ISO 9001 procedures and work instructions.
- Follows appropriate standard operating procedures (SOPs) as guideline for operating and maintaining equipment.
- Visual inspections of machines for safe operations
- Record material consummation and waste.
- Maintain the work area and equipment in a clean and orderly condition.
- Other duties as assigned.

Competencies

- One year experience in a manufacturing environment.
- Ability to work in a fast paced environment.
- Interpersonal Skills – the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Dependability – the individual is consistently at work and on time, responds to management direction and solicits feedback to improve performance.
- Adaptability - the individual adapts to changes in work environment with ability to deal with frequent change, delays or unexpected events.
- Ability to interface effectively with all levels of staff.
- Must be able to speak, read and write in the English language.

Working conditions

- May be requested to work overtime or weekends for deadlines.

Physical requirements

- The physical environment requires the employee to work inside. It may be hot at times. The employee frequently is required to walk, stand, sit, bend, reach and use hands to finger.

PHYSICAL DEMANDS ANALYSIS

POSITION: Printing Machine Operator

The physical requirements of the job have been identified below:

N:	Never (0% of the time)	F:	Frequently (34% - 66% or 2.5 – 5.5 hrs./day)
O:	Occasionally (1 – 33% or 2.5 hrs/day)	C:	Constantly (67 – 100% or 5.5 hrs/day)

Activity	N	O	F	C	Activity	N	O	F	C
Sitting	X				Bending at Waist			X	
Standing		X	X		Squatting		X		
Walking		X	X		Kneeling/Crouch	X			
Driving Auto or Standard	X				Climbing (Stairs or Ladders)	X			
Extreme Environmental Conditions				X	Crawling	X			
Pushing/Pulling					Lifting/Carrying				
10 lbs. or less				X	10 lbs. or less				X
11 – 20 lbs.				X	11 – 20 lbs.			X	
21 – 50 lbs	X				21 – 50 lbs.	X			
51 – 100 lbs.	X				51 – 100 lbs.	X			

Indicates B = Both, R = Right, L = Left	B	R	L
Use of upper extremities	X		
Foot Controls			
Handling/Grasping	X		
Keying/Typing			
Reaching Above Shoulder	X		