



# Quality Brand Printing

12120 Route 30, Norwin Towne Square

Irwin, PA 15642

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## *Job Description* *Copier Operator*

**Job Overview:** The copier operator is responsible for ensuring that jobs requiring high speed black & white or color copying are produced efficiently, are timely and meet company standards for quality.

**Authority:** The position reports to the production manager.

- Responsibilities:**
- A. The copier operator is responsible for
    - Operating the black & white digital copiers
    - Operating the color digital copier
    - Operating binding and finishing equipment as requested
  - B. The copier operator is responsible for quality and production control
    - Maintain quality standards for copier, binding and finishing operations
    - Promptly report to the production manager the inability to meet a commitment to customer (due date, quality, quantity, lack of exceptional materials, etc.)
    - Report to the production manager any differences between how a job was planned and how it actually was produced
    - Report to the production manager potential changes in production standards based on new equipment, new technology or other changes in production conditions
  - C. The copier operator is responsible for equipment maintenance and supplies inventory
    - Operate copiers in accordance with manufacturer's recommended practices
    - Arrange for periodic, scheduled, or emergency maintenance
    - Take monthly inventory of copier supplies
    - Report to the production manager if copier supplies become unexpectedly low
    - Report to the production manager any need for equipment repair
  - D. The copier operator is responsible for communicating with others.
    - Attend the morning meeting
    - Communicate effectively with the production manager.
  - E. The copier operator is responsible for following company policies and procedures.
    - Comply with all OSHA safety requirements
    - Follow systems and procedures outlined in company manuals
    - Participate as a team member by supporting operations as required

**Working Conditions:**

The copier operator's working environment includes

- Standing for prolonged periods of time – up to 8 hours or more per day
- Frequent lifting of objects up to 50 lbs.
- Work area with fluorescent lighting and air conditioning
- Noise level that is usually moderate to loud
- Exposure to ink and chemical fumes and airborne particles such as paper dust
- Fast-paced environment, subject to schedule and priority changes and short-notice activity

**Other Duties:**

The copier operator may be assigned other duties as they become necessary and may be asked to assist with other functions that may be necessary to accomplish the company's goals.

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Production Manager:	Date:

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