



Quality Brand Printing

12120 Route 30, Norwin Towne Square

Irwin, PA 15642

724-864-1731 FAX: 724-864-0739

Job Description *Press Operator*

Job Overview: The press operator is responsible for ensuring that jobs requiring offset printing are produced efficiently, are timely and meet company standards for quality.

Authority: The position reports to the production manager.

- Responsibilities:**
- A. The press operator is responsible for
 - Preparing press plates
 - Operating the offset press
 - Operating the cutter
 - Operating bindery or other equipment as requested
 - B. The press operator is responsible for quality and production control
 - Maintain quality standards for print and bindery 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 press operator is responsible for equipment maintenance and repair
 - Maintain offset presses and platemaking equipment, including periodic preventive maintenance and cleaning
 - Report to the production manager any need for equipment repair
 - D. The press operator is responsible for communicating with others.
 - Attend the morning meeting
 - Communicate effectively with the production manager



- E. The press 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 press 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 press 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.

Acknowledgment: <i>I have received a copy of this job description and I understand the requirements of the position.</i>	
Employee:	Date:
Production Manager:	Date:

Acknowledgment: <i>I have received a copy of this job description and I understand the requirements of the position.</i>	
Employee:	Date:
Production Manager:	Date:

Acknowledgment: <i>I have received a copy of this job description and I understand the requirements of the position.</i>	
Employee:	Date:
Production Manager:	Date:

