



PLANET LABEL POSITION DESCRIPTION

Job Title: Digital Print Press Operator

Job Purpose

The digital press operator is responsible for running a digital press including daily startup, order processing, maintenance, and shutdown. The operator will be exposed to a variety of new technologies and applications. The press operator will need to be inquisitive and have the ability to troubleshoot.

Essential Duties and Responsibilities

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Operate the digital press and maximize production
- Interface with prepress department to understand job requirements
- Interface with scheduling to make sure production deadlines are met
- Monitor product quality and color consistency
- Troubleshoot mechanical or maintenance issues as needed
- Complete job paperwork
- Operate secondary converting & packaging equipment as needed
- Attend occasional training sessions
- Follow all Company policies and safety procedures in order to maintain a safe work environment
- Perform general housekeeping to keep work areas clean and organized

Qualifications

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.

Education and/or Experience

- High School Diploma or General Education Degree (GED) required
- Familiarity with printing processes
- Knowledge and experience with 4 color process printing
- Knowledge of color theory
- Knowledge of pre-press
- Ability to evaluate print quality
- Adobe creative suite experience helpful

Specific Skills, Licensure and Certifications

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to communicate effectively with other employees of the organization
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Basic math and measurement skills

- Ability to prioritize and organize workload
- Ability to work with multiple priorities and meet deadlines
- Must be detail-oriented and accurate

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals, outside weather conditions, risk of electrical shock and vibration. The employee may occasionally perform work-related travel.

The noise level in the work environment is occasionally loud dependent upon the machinery you are exposed to. In such cases, wearing personal protective equipment (PPE) is required.

I have read and understand this explanation and job description.

Employee Acknowledgement _____ Date ___/___/___

Supervisor/Manager Acknowledgement _____ Date ___/___/___

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 work requirements that may be inherent in the occupation.