

Small Press Operator

Reports to: Press Supervisor, Production Manager

Job Summary: In this dynamic and hands-on role, our junior press operator works with our small printing presses to produce printed products for our clients. They are responsible for ensuring the machines produce high quality products, run smoothly and at capacity, and are properly maintained.

Duties and Responsibilities:

- Conduct the setup, operation, and wash up of our small printing presses
- Produce print orders following the information and specifications listed on the job docket
- Ensure orders are being completed based on their required due dates
- Complete quality checks on finished work
- Move printed work to the appropriate finishing areas
- Conduct maintenance on machinery, reporting any issues to the appropriate supervisor
- Maintain an organized and clean work area, including disposal of waste
- Assist in other departments as needed

Skills/Abilities Required:

- Attention to detail
- Comfortable working with numbers
- Experience working with machinery
- Ability to work on your feet for extended periods of time
- Ability to lift/move 50 lbs
- Experience in the print industry would be considered an asset, but on-the-job training will be provided