



**JOB POSTING 10/12/17
3rd SHIFT FILM PRESS ASSISTANT**

Job Title:	PSG Press Assistant	Position Type:	Fulltime
Department/Group:	60 – Press Assistant	Reports To:	Press Room Manager
Back Up:	Press Assistant	Document #:	JD60.1.1
Job Description			
<p>Summary of Position Assists press operator in order to maintain and operate the press. Observes operation to ensure that specified operating levels are maintained. Notifies press operator when malfunction occurs.</p> <p>Role and Responsibilities</p> <ul style="list-style-type: none"> ● Review job ticket confirming all components required for job, i.e., material, tooling, ink, cylinders. ● Pull/gather all components for job, i.e., plates, mounted, tooling, raw materials, ink staged. Follow staging procedures. ● Mount plates for job following plate mount procedure. ● Assist operator on make ready/setup until press is up and running ● Load and operate the flexo wash ● Clean and care of anilox following procedures ● Cut and mount plates correctly ● Demount, clean and file plates at end of job ● Stage material and inks and mount plates for next 2jobs ● Keep press and plate mouter area clear, clean, and well organized ● Follow press wash up procedures ● Maintain full level of supplies, i.e., inks, additives, gloves at press ● Load and operate the plate wash following plate washing procedure ● Empty garbage, rags, and waste containers ● Follow work instructions for proper die handling care ● Follow work instructions for proper cylinder care ● Tasks as directed by supervisor <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> ● Knowledge of raw materials, production processes, and other techniques for maximizing the effective manufacture of goods ● Ability to read and understand job order and spec card ● Ability to check Adhesive and cold seal weights ● Understanding of proper material unwinds directions & Dyne level testing ● Ability to stand on feet most of work hours ● Ability to lift 50 lbs. ● Available to work overtime to meet deadlines as needed ● High school diploma or equivalent and 0-2 years of related experience. <p>Preferred Skills</p> <ul style="list-style-type: none"> ● Basic computer skills 			