



10-23-17

**LAMINATOR ASSISTANT – 1ST AND 2ND SHIFT**

<b>Job Title:</b>	<b>Laminator Assistant</b>	<b>Position Type:</b>	<b>Fulltime</b>
<b>Department/Group :</b>	<b>87 - Laminating</b>	<b>Reports To:</b>	<b>Productions Services Supervisor</b>
<b>Back Up:</b>	<b>Laminator Operator</b>	<b>Document #:</b>	<b>JD87.1.1</b>
<b>Job Description</b>			
<p><b>Summary of Position</b></p> <p>Assist Laminator Operator with performing a wide variety of manual and mechanical duties to set up and operate a laminator running complex multi material jobs.</p> <p><b>Role and Responsibilities</b></p> <ul style="list-style-type: none"> <li>· Review daily production schedule / prepare materials required for the next job</li> <li>· Stage printed wip rolls for next job</li> <li>· Stage proper Application Sleeve</li> <li>· Stage lamination materials</li> <li>· Load printed rolls and lam rolls on and off the machine</li> <li>· Preform Dyne and PVDC test</li> <li>· Assist the Operator in the set up process</li> <li>· Check to make sure Drums are clean</li> <li>· Check if Corona treats are on</li> <li>· Assist on getting QA to approve jobs</li> <li>· Make sure the clean rag containers are filled.</li> <li>· Make sure Acetate container is filled</li> <li>· Assist to performing the coating weight tests</li> <li>· Move finished jobs from the Comexi to designated area</li> <li>· Help keep area clean and organized</li> <li>· Assist in the operator in Wash ups</li> <li>· Empty garbage and recycling containers daily</li> </ul> <p><b>Qualifications and Education Requirements</b></p> <ul style="list-style-type: none"> <li>· Must have knowledge of all facings and material types</li> <li>· Must understand flexible packaging materials, lamination adhesives, mixers, structures, and concepts</li> <li>· Ability to read and understand a job jacket</li> <li>· Ability to stand 8-12 hours per day</li> <li>· Ability to lift up to 50 lbs. and push/pull loads up to 100 lbs.</li> <li>· High School diploma or equivalent</li> </ul> <p><b>Preferred Skills</b></p> <ul style="list-style-type: none"> <li>· Operation Monitoring, Operation Control, Quality Control Analysis, Critical Thinking, Equipment Maintenance, Reading Comprehension, Troubleshooting</li> </ul>			