



Approved by:  
 \_\_\_\_\_ VP Operations/Principal  
 \_\_\_\_\_ QA Manager/SQF Practitioner  
 \_\_\_\_\_ QA Technician/SQF Practitioner

<b>Job Title:</b>	Laminator Assistant	<b>Position Type:</b>	Fulltime
<b>Department/Group :</b>	87 - Laminating	<b>Reports To:</b>	Productions Services Supervisor
<b>Back Up:</b>	Laminator Operator	<b>Document #:</b>	JD87.1.2

**Job Description**

**Summary of Position**

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.

**Role and Responsibilities**

- Review daily production schedule / prepare materials required for the next job
- Stage printed wip rolls for next job
- Stage proper Application Sleeve
- Stage lamination materials
- Load printed rolls and lam rolls on and off the machine
- Preform Dyne and PVDC test
- Assist the Operator in the set up process
- Check to make sure Drums are clean
- Check if Corona treats are on
- Assist on getting QA to approve jobs
- Make sure the clean rag containers are filled.
- Make sure Acetate container is filled
- Assist to performing the coating weight tests
- Move finished jobs from the Comexi to designated area
- Help keep area clean and organized
- Assist in the operator in Wash ups
- Empty garbage and recycling containers daily
- Ensure Food Safety procedures are in place.

**Qualifications and Education Requirements**

- Must have knowledge of all facings and material types
- Must understand flexible packaging materials, lamination adhesives, mixers, structures, and concepts
- Ability to read and understand a job jacket
- Ability to stand 8-12 hours per day
- Ability to lift up to 50 lbs. and push/pull loads up to 100 lbs.
- High School diploma or equivalent

**Preferred Skills**

- Operation Monitoring, Operation Control, Quality Control Analysis, Critical Thinking, Equipment Maintenance, Reading Comprehension, Troubleshooting