



Job Title:	PSG Press Assistant	Position Type:	Fulltime
Department/Group:	60 – Press Assistant	Reports To:	Press Room Manager
Back Up:	Press Assistant	Document #:	JD60.1.2

Job Description

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.

Role and Responsibilities

- 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 mounter 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
- Ensure Food Safety procedures are in place.

Qualifications and Education Requirements

- 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.

Preferred Skills

- Basic computer skills