

Great Atlantic Graphics, a Division of Alcom Printing Group, Inc.

Job Title: Sheetfed Press Operator

Department: Sheetfed Press

Supervisor Title: Pressroom Manager

Name:

Job Summary: Performs manual and machine operator tasks in the set-up, production run, and maintenance of a six color sheetfed printing press.

Job Duties/Responsibilities:

- Oversees that all safety procedures are being followed by all crew members and that any unsafe conditions are corrected or reported to the supervisor.
- Supervises and trains a Press Assistant on multi-color presses. Provides an atmosphere that encourages cooperation and communication between the Assistant and the Operator.
- Ability to read and understand the job jackets to set-up and direct the assistant in the set-up of the printing press based on those instructions.
- Performs job make-ready by running samples or sets to adjust registration, quality, color settings, and ink mixes.
- Makes final pre-run inspection of the job for position by having a press sheet inspected by the prepress department or other specified person.
- Makes final quality setting to achieve final approval by conferring with the Supervisor and or a CSR.
- Set-up, adjusts, operate, and clean an aqueous coating unit during a pressrun. (if press is so equipped)
- Responsible to establish and maintain the quality of a job within defined tolerances.
- Uses all press technologies, features, and materials necessary to maximize productivity during the production of jobs.
- Understands color and the instruments used to monitor or correct color during a make-ready and press run.
- Inputs accurate information into the data collection process.
- Monitors pH and conductivity of the fountain solution in the press according to established guidelines.
- Performs preventative maintenance on the press such as lubrication, adjustments to rollers, replacement of small parts, and the cleaning as needed of these items.
- Responsible for recording of all repairs and maintenance performed in log books.
- Responsible for maintaining and understanding all tools and instruments necessary to operate and maintain the press.
- Informs Supervisor as to parts or service required to keep the press performing at the maximum level.
- Is familiar with Material Safety Data Sheets (MSDSs). Sees to the proper handling, labeling, and disposal of chemicals hazardous and non-hazardous used on the press.
- Operates or assists on other press department equipment and presses if needed and when the workload requires.
- Directs and assists in the cleaning and maintaining of the immediate work area as well as the pressroom in general to keep them neat and orderly.
- Strives to understand the processes of pre-press and their effect in the pressroom.
- Cooperates with the pre-press department when interaction is necessary for job production.
- Attends training sessions and seminars specified by Alcom to continue to grow in knowledge and ability as a Press Operator.
- As a representative of Alcom, must present a professional disposition and neat appearance to co-workers and customers.
- Adherence to attendance policy is a must in the pressroom. You are responsible to contact the immediate supervisor if a situation arises.
- Follow all policies outlined in the Alcom employee guide.
- Inputs accurate information in to the data collection process.
- Perform other tasks as requested including the sheetfed press assistant duties and responsibilities.

Job Requirements: Requires good knowledge of how to mix ink and to produce and control color in printing. Knowledge of applying jobs to press. Ability to read and understand written instructions on a job jacket or from a supervisor to set-up the press and to carry out instructions to produce a job. Thorough knowledge of problem-solving techniques on press. Thorough knowledge of press operations and function of all its components. Good understanding of prepress functions.

Minimum Qualifications: High school diploma or GED plus experience or vocational/technical degree.