



JOB POSTING

POSITION:	Die Cutter /Folder-Gluer Operator
REPORTS TO:	Finishing Manager/Facilities Manager
SHIFT:	3 rd Shift M-F

Job Summary: Performs manual and machine operator tasks in the set-up, production run, and maintenance of a Die Cutter machine.

- Ability to read and understand the job jacket to set-up the Die Cutter based on those instructions.
- Performs job make-ready by setting up the infeed, feeder, die table, matrices and or counters, setting up delivery.
- Complete understanding of how dies are made, know the nicking patterns, how rubbering works and different rubbers available to maximize efficiencies.
- Measures stock thickness and be able to calculate proper rule height for stocks being used for the specific job.
- Validate set-up of matrices and or counters as pertinent to the job specifications and how they mount to the press.
- Visually inspects product and uses measuring instruments to check conformance with job specifications.
- Starts machine and runs a few samples through to check for accuracy.
- Submits samples to supervisor for final approval.
- Closely observes materials delivered off machine to ensure that it is maintaining quality standards.
- Tags all work completed with description and operator's name. This includes keeping samples separate.
- Follows specific instructions for the next finishing operation.
- Must record use of all materials at completion of job or shift.
- Instructs others in technical and mechanical operations of equipment.
- Completes production records (time sheets, job jackets, etc.).
- Performs preventative maintenance on the Die Cutter such as lubrication, adjustments, replacement of small parts, and the cleaning as needed of these items.
- Responsible for maintaining and understanding all tools and instruments necessary to operate and maintain the Die Cutter.
- Directs and assists in the cleaning and maintaining of the immediate work area as well as the finishing department in general to keep them neat and orderly.

- Informs Supervisor as to parts or service required to keep the Die Cutter performing at the maximum level.
- Is familiar with Safety Data Sheets (SDSs). Sees to the proper handling, labeling, and disposal of chemicals hazardous and non-hazardous used on the Die Cutter.
- Operates or assists on other finishing department equipment if needed and when the workload requires.
- Presents a professional and neat appearance to co-workers and customers, as a Die Cutter operator is a representative of Alcom Printing Group Inc.



- Adherence to attendance policy is a must in the bindery; you are responsible to contact the immediate supervisor if a situation arises.
- Pulls quality control samples to ensure quality. Time/date/stamps them and places them in the quality control box.
- Performs other tasks as requested.

Job Requirements: Ability to read and understand written instruction including those dealing with dimensions and quantity. Ability to apply written instructions to machine set-up. Good knowledge of Die Cutting and finishing operations and set-up practices. Knowledge of the operation and function of other finishing equipment and machinery. Must be able to cooperate with co-workers and supervisors. Must be able to lift 40lbs.

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