



# JOB POSTING

<b>POSITION:</b>	Sheetfed Press Assistant
<b>REPORTS TO:</b>	Press Room Manager
<b>SHIFT:</b>	All Shifts M-F

**Job Summary:** Assists Press Operator in the manual and machine tasks in the set-up, maintenance, and operation of a sheetfed printing press.

**Job Duties/Responsibilities:**

- Assists in the set-up of the machines for the Operator.
- Assists the Operator in using the press and related equipment during production.
- Helps to coordinate the production of jobs.
- Ability to read and apply the information of a Job Jacket as it applies to the Press Assistant area. This includes ink, paper quantities, and form layout (w/t, sw, perfect, tumble, etc.).
- Handles the loading of paper or other substrate into the feeder.
- Maintains a working knowledge of all devices required to operate the feeder.
- Responsible to monitor the reservoirs of the water solution, ink fountains and coating device if applicable.
- Assists in maintaining quality throughout the pressrun as the operator dictates.
- Performs the wash-up of the press.
- Performs preventative maintenance on the press such as cleaning, lubrication, roller adjustment, and documentation of worn broken parts.
- Responsible to clean and maintain the immediate work area and press, to keep a neat and organize workspace.
- Participate in specified training programs to and to allow for continual growth as an employee of Alcom Printing.
- Present a neat appearance and professional disposition among customers and fellow employees.
- Adherence to attendance policy is a must in the pressroom, you are responsible to contact the immediate supervisor if a situation arises.
- Fill in for pressman if requested by manager.
- Perform other tasks as requested by the Press Operator or other management.

**Job Requirements:** The ability to apply written and verbal instructions to machine set-up. Must demonstrate reliability through attendance, punctuality, and ability to stay in the work area and / or at the designated workstation. Must be able to cooperate with the Press Operator as well as with co-workers and Plant Supervisors.

**Minimum Qualifications:** Must be of good physical condition to perform the manual duties of loading paper. Have a High School diploma or GED.