



HAMMER PACKAGING

Leading with the Right People

Position Description for **Flexo Press Assistant**

Reports To: Flexo/Slitting/Seaming (FSS) Operations Manager

Job Grade:

FLSA:

EEO:

Last Update: 11/17/2014

Previous Version: 2/16/2010

Qualifications:

Education/Certifications:

HS Diploma or Equivalent

Knowledge/Experience:

Prior Press Experience in Flexo Printing

Skills:

Color Awareness, Math aptitude, Literate, Communication, Interpersonal, Problem Solving

Basic Accountability:

1. Knowledge of, understanding of and compliance to all QOD's (SOP's) that are associated with your job description.
2. Actively participate in Hammer Packaging's Lean, Quality, Product Safety, SQF (Safe Quality Foods), and Workplace Safety Programs.

Essential Responsibilities

3. Coordinate activities to maximize the quality and efficiency of make-ready, runs, wash-ups, maintenance and general work.
4. Review of job bag for changes, special instructions, cylinder size and any other pertinent information.
5. Assist the pressperson in the monitoring, upkeep and changing of doctor blades.
6. Plate mounting-ability to mount own plates, verification of plates, registration and unwind position prior to placement in press (plates mounted on own).
7. Assist the pressperson as required in the set-up and verify correct plate and die registration unwind position, size/height/width during make ready.
8. Assist the pressperson, as required, in evaluating and adjust register during make-ready and run.
9. Assist the pressperson, as required, in evaluating and adjust color during make ready to achieve the targeted color and/or the acceptability of all color matches and/or communicating the need for assistance to a supervisor.
10. Assist the pressperson, as required, in proofreading the job, making any adjustments or fixes, and communicating printing problems to a supervisor prior to beginning of running mode.
11. Assist the pressperson, as required, in the set-up of additional finishing equipment as required.
12. Assist the pressperson, as required, in evaluating/monitor plate die register, color and defects during the run and making adjustments accordingly (using video camera as much as possible).

13. Assist the pressperson, as required, in maintaining ink and coating levels during production.
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15. Assist the pressperson, as required, in the completion of roll tags, feed slips, and identification of partial rolls (feet remaining and substrate ID).
16. Evaluate and adjust the machine to achieve size and good alignment on the rolls.
17. Cut and Stack functions: collection (sort good unmixed product), count accuracy, packing per job specifications.
18. Complete: verify dies are placed in correctly identified storage container. Advise Production Supervisor if die requires sharpening and/or repair.
19. Verify/Complete all inks are put back in identified containers and place in the appropriate inventory rack.
20. Demount all plates after job completion. Clean and check plates. (Advise Production Supervisor of any defective plates). Place plate in Plate Job Jacket. Clean print cylinders and store in appropriate storage space and wrap with protective covers.
21. Assist the pressperson, as required, in working with ServiceNet Rep or Account Executive and customers to achieve a "customer ok".
22. Monitor/detect irregular cutting and/or winding, maintain proper tension and maintain the integrity of the finished roll.
23. Assist the pressperson in coordinating the activities of any press maintenance to maximize quality and minimize completion/down time.
24. Assist the pressperson in the monitor, upkeep and change of any roll and/or rollers on press.
25. Assist the pressperson, as required, in the completion of daily/weekend shutdown of press/slitter.
26. Identify and remove defects on the printed roll.
27. Splice cut ends together with tape per customer specs.
28. Complete Core tag rolls per customer specs and identification of partial rolls (# of labels, count accuracy)
29. Pack per job descriptions.

General Responsibilities:

30. Log in/out and enter job codes into Radius/Vision (shift quantities on slitter)
31. Maintain general supplies and keep Chemical bottle/jugs/cans filled and properly labeled.
32. Complete/maintain the cleanliness of the press, press area, plate and die area, floor and the facility.
33. Proper disposal of rags including upkeep of chemical room.
34. Coordinate with supervisor and/or the Maintenance make any corrective actions required on the press, slitter, rewinder, or auxiliary equipment to minimize completion/down time.
35. Monitor/Upkeep and change shear and razor blades.
36. Report any safety concerns to Management immediately.
37. Proper disposal of razor blades and doctor blades.
38. Return all unused materials to appropriate storage space.



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Base Training Period (Hours):

Working Conditions:

Flexo Press Assistant

Physical Job Requirements

0: Never, 1: Occasionally, 2: Frequently, 3: Constantly

Office/ Administration/ Management

Use of Telephone:	<input type="checkbox"/>
Standing:	<input type="checkbox"/>
Sitting:	<input type="checkbox"/>
Walking:	<input type="checkbox"/>
Lifting up to 10 lbs:	<input type="checkbox"/>
Lifting more than 10 lbs:	<input type="checkbox"/>
Keyboarding or Typing:	<input type="checkbox"/>
Viewing Computer Screen:	<input type="checkbox"/>
Public Speaking:	<input type="checkbox"/>
Climbing Stairs:	<input type="checkbox"/>
Meeting Participation:	<input type="checkbox"/>

Production/ Manufacturing

Standing:	<input type="checkbox" value="3"/>
Sitting:	<input type="checkbox" value="0"/>
Kneeling:	<input type="checkbox" value="0"/>
Bending Over Sideways:	<input type="checkbox" value="0"/>
Climbing Stairs:	<input type="checkbox" value="0"/>
Walking:	<input type="checkbox" value="3"/>
Lifting up to 10 lbs:	<input type="checkbox" value="3"/>
Lifting more than 10 lbs:	<input type="checkbox" value="2"/>
Lifting more than 50lbs:	<input type="checkbox" value="1"/>
Lifting more than 100 lbs:	<input type="checkbox" value="0"/>
Exposure to High Speed Moving Parts:	<input type="checkbox" value="3"/>
Exposure to Chemicals:	<input type="checkbox" value="3"/>
Exposure to Chemical Fumes:	<input type="checkbox" value="3"/>
Exposure to Loud Noises:	<input type="checkbox" value="3"/>
Exposure to or Use of Sharp Objects:	<input type="checkbox" value="3"/>
Hand Truck Operation (Electric or Manual):	<input type="checkbox" value="2"/>
Focusing Using a Magnifying Glass:	<input type="checkbox" value="0"/>
Meeting Participation:	<input type="checkbox" value="1"/>