



JOB DESCRIPTION

Job Title: Finishing Helper
Facility: Brooklyn Park
Department: Finishing
Reports to: Finishing Manager

SUMMARY

Performs manual and machine tasks under the direction of an experienced operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Catching completed signatures or printed pieces at delivery end of bindery equipment.
- Sets up and operates small bindery machines.
- Performs hand work such as gathering, collating, gluing, etc. as directed.
- Follows instructions carefully and accurately.
- Maintains quality standards.
- Reports time and material consumption accurately.
- Comes to work when assigned and on time, working the entire shift or until completion of assigned jobs.
- Reports needed parts and/or machine problems to Manager.
- Obeys Company rules and observes all safety regulations.
- Suggests improvement in work practices.
- Assists in the warehouse as needed.
- Makes deliveries to customers as needed.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.

PHYSICAL REQUIREMENTS

- Constant standing, reaching, pushing, pulling, lifting, and repetitive motions.
- Frequent walking, stooping, crouching, fingering, and grasping.
- Occasional sitting, balancing, and kneeling.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs/day of 8 hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs/day of hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs/day of 8 hour day)