



JOB DESCRIPTION

Job Title: Cutter Operator
Facility: Brooklyn Park
Department: Finishing
Reports to: Director of Operations

SUMMARY

The Bindery Cutter Operator is responsible for setting up, operating, and maintaining cutting machinery – often including paper cutters, die cutters, and multi-function finishing equipment - to produce high-quality printed materials according to job specifications. This role emphasizes precision, efficiency, safety, and teamwork.

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

- Set up, adjust, and operate cutting machinery (e.g., guillotine cutters, die cutters, perfect binders, multi-function finishing units) to process books, catalogs, labels, cartons, etc.
- Interpret job orders or job tickets to ensure accurate cuts and finishing tasks; conduct initial test cuts for alignment, size, and accuracy.
- Monitor machine performance, make precision adjustments, and troubleshoot issues such as misfeeds, misalignment, or maintenance problems.
- Perform routine and preventive maintenance (blade changes, lubrication, cleaning) to optimize machine reliability and reduce downtime.
- Inspect finished products for quality assurance, identifying defects and taking corrective action as needed.
- Ensure a clean, organized, and safe workspace; adhere to all safety protocols and OSHA guidelines.
- Prepare weekdays/months pre-schedules and align workload priorities with the bindery team or production coordinator.
- Collaborate effectively with team members to meet production deadlines and targets.
- For higher-level roles: oversee small crews, monitor production output and quality, and optimize workflows across multi-station machines.

QUALIFICATIONS

- High School diploma or GED (required)
- Several years of experience (typically 1–5+) operating bindery cutting equipment in a high-volume print or packaging environment
- Strong mechanical skills, including familiarity with different paper weights, machine capabilities, and tool adjustments
- Competency in reading and applying job instructions, including job tickets and specifications
- Good hand-eye coordination, manual dexterity, and physical stamina; able to lift up to 50 – 75 lbs, stand for extended periods, and perform repetitive tasks
- Detail-oriented mindset to maintain quality standards and minimize waste
- Basic math skills for calculating distances, fits, or dimensional requirements
- Strong communication skills and ability to work both independently and collaboratively

PREFERRED (optional) EXPERIENCE:

- Experience with multiple bindery operations (folding, collating, stitching, gluing) is a plus
- Supervisory or crew leadership experience

WORKING CONDITIONS & ADDITIONAL EXPECTATIONS

- Work may require standing, lifting, bending, and exposure to noise, dust, or machinery
- Overtime or shift flexibility may be needed to meet production demands
- Must be safety-conscious and proactive in maintaining a hazard-free environment

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 8 hour day)

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