



JOB DESCRIPTION

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

SUMMARY

The Bindery Folder Operator is responsible for setting up, operating, and maintaining folding machines and related equipment to fold, crease, perforate, or otherwise finish printed materials according to job specifications. The operator ensures high-quality output while meeting production deadlines and maintaining a safe working environment.

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

- Set up and operate bindery folding machines (e.g., Stahl, MBO, Heidelberg, or equivalent) according to job tickets and specifications.
- Perform routine machine maintenance, adjustments, and minor repairs to ensure optimal machine performance.
- Inspect folded materials for quality assurance, including correct folding pattern, alignment, and defect-free output.
- Monitor production workflow to ensure efficient operation and timely completion of jobs.
- Troubleshoot and resolve issues related to misfeeds, jams, or material defects.
- Ensure proper loading and unloading of printed materials to and from the machine.
- Record production data including output quantities, material usage, downtime, and waste.
- Maintain a clean, organized, and safe work area in accordance with company policies and OSHA regulations.
- Communicate with supervisors and other departments (prepress, pressroom, shipping) to ensure workflow efficiency and resolve production issues.
- Follow all safety protocols and company procedures.

QUALIFICATIONS

- High school diploma or GED required.
- 1+ year of experience operating bindery folding equipment (preferred).
- Ability to read and understand job tickets, blueprints, and folding diagrams.
- Familiarity with common types of folds (e.g., parallel, accordion, gate, double parallel).
- Mechanical aptitude and good troubleshooting skills.
- Strong attention to detail and quality control.
- Ability to lift up to 50 lbs and stand for extended periods.
- Willingness to work overtime and flexible shifts as needed.

PREFERRED EXPERIENCE:

- Experience with additional bindery equipment (e.g., cutters, stitchers, collators).
- Knowledge of digital printing and finishing processes.

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)