



## **JOB DESCRIPTION**

**Job Title:** Press Helper - Web

**Department:** Press

**Reports to:** Pressroom Manager

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### **SUMMARY**

To monitor the delivery end of the press, to stack, remove and store printed sheets to keep the press operating efficiently.

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

- Identify and move the correct paper to the press area.
- Check ink supply at the beginning of each shift. Monitor the totes and change them before they run dry.
- Check the Baldwin tanks once per shift.
- Keep press chemical supplies full and plenty of rags folded on the bench.
- Inspect sheets on the sheeter for correct side guide and cutoff position. Check for flaws in printing and alert the operator of anything found. Make necessary adjustments to the sheeter paddles and controls so the paper is stacked as neatly as possible on skids.
- Operating the folder, make necessary adjustments to the stackers to provide a tightly bundled log. Monitor signatures in the stacker to check for scuffing, marking or wrinkles that may occur.
- Make sure there is an adequate supply of skids, strapping and waste bins.
- Tag each skid of printed material and move to storage area.
- Assist with wash up, hanging plates and changing blankets. Clean and lubricate ink fountains when changing colors. Check with pressman to ensure the correct color is put in fountain.
- When starting a make ready, check the layout, work on registration, cutoff, and side lay position. Make sure the printed sheet matches the dylux, rule up a sheet or stitch and trip folded samples.
- Practice good housekeeping: Keep the press clean. Wipe the units off and keep the decks and handrails clean. Empty the trash and sweep the floor daily. Clean up any spills that occur. Return any unused to the ink room at the end of each job.
- Practice safe work habits. Understand and follow company and industry safety rules. Wear appropriate safety equipment. Report any unsafe equipment or conditions to your supervisor.
- Follows instructions carefully and accurately.
- Suggests improvements in work practices.
- Assists in the warehouse as needed.
- Understand your role in the companies' Quality Management System regarding ISO.

### **QUALIFICATIONS**

- High school diploma or equivalent.
- Basic printing knowledge.
- Problem solving and trouble shooting skills.

### **PHYSICAL REQUIREMENTS**

- Constant standing, reaching, pushing, pulling, lifting (50lbs max), 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)*