

SCREEN ROOM OPERATOR

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
Printing Shop	A. Guimond	N/A	HR	N/A	2020-01-08

Employee (print): _____ (signature)(X): _____

Manager (print): _____ (signature):(X) _____

Job Summary

- Prepares stencils and operates power or hand-operated screen-printing equipment
- Clean and repair screens
- Maintain Screen Quantities

General Responsibilities

- Reclaim/clean screens
- Assess and repair screens as necessary
- Restretch screens as needed
- Shoot jobs onto screens as directed by production coordinator
- Clean squeegees and put away in organized manner
- Note low supplies on whiteboard
- Perform shop and building maintenance; including trash removal and sign changes as requested by production coordinator
- *The company reserves the right to add or change duties at any time.

Job Qualifications

- **Education:** High school diploma, GDE, or equivalent work experience

Skills

- Time management
- Equipment maintenance
- Judgment and decision making
- Operation and control
- Complex problem solving