



PRINTER

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
Print Shop	Production Manager	N/A	HR	N/A	2020-01-08

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

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

Job Summary

- Print jobs and maintain printer supplies

General Responsibilities

- Communicate with production coordinator to determine which job has been prepared for production
- Make sure all the necessary items are at press before starting job:
1. Goods 2. Pink copy 3. Art printout 4. Screens Inks
- Read paperwork, review art printout, and ask questions if necessary
- Pull inks for job, mix if needed and compare accuracy of goods to order (pink copy)
- Get first piece of order approved by Print Department Manager; Set up print and compare test print to art printout
- Get test print approved by the Graphic Designer if possible, otherwise get test print approved by Manager on duty if possible, otherwise get test print approved by office employee.
- Run Job and make sure the quality of print remains consistent throughout run
- Close out the order (yellow copy on stocking table).
- 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, GED, or equivalent work experience

Skills

- Time management
- Operation monitoring
- Critical thinking
- Operation and control
- Complex problem solving
- Coordination
- Equipment maintenance