

JOB DESCRIPTION

Job Title: No2. Concept Press Minder

Department: Production

Responsible To: No1. Minder/Operations Manager/Production Team Leaders

Main Purpose of Job: To assist the No.1 Minder to effectively produce orders that meet the customers requirements.

Key responsibilities:

1. Effectively and efficiently assist the No1. Minder with the running of the Concept Press.
2. Monitor and maintain the quality of the product.
3. Comply with Health and Safety Standards and workplace legislation.
4. Keep machines supplied with consumables, water tanks filled, replenish oils and cleaning agents around press area.
5. Replenish press ducts for ink/varnish to levels set by No.1 Minder.
6. Wash up press in accordance to company procedures and No.1 Minder instructions. To include washing print heads and cleaning ink ducts.
7. Prepare and undo paper reels in preparation for next run.
8. Removal of sensitive waste from press area.
9. Assist No.1 Minder with unit changes on presses between jobs. Assist with make ready operation in accordance with set procedures.
10. Assist No.1 Minder with product specification on end of stacker/feeder.
11. Such other comparable duties that may be required by the No1. Minder or Operations Manager.

This job description covers the current range of duties and will be reviewed from time to time. It is the company's aim to reach agreement on changes, but if agreement is not possible, the company reserves the right to change this job description.