

POSITION PROFILE

POSITION TITLE: Die Cutter Operator – Sheet Fed
DEPARTMENT: Production

REPORTS TO: Supervisor/Manager
LOCATION: Baldwinsville, NY

POSITION SUMMARY:

Sets up and operates die cutter to process cartons to production and quality standards.

RESPONSIBILITIES & DUTIES:

- Responsible for setup of sheet fed die cutter according to necessary specifications
- Monitor quality and make adjustments while press is running as required.
- Must know the proper rules such as cut, crease and perforation and their characteristics as far as thickness and hardness
- Ability to troubleshoot common issues related to downtime or quality issues when die cutting paperboard;
- Validate setup of matrices and or counters as pertinent to job in progress and how they mount to press
- Complete understanding of how dies are made, know nicking patterns, how rubbering works, and different rubbers available to maximize efficiency in machine operation
- Communicate with departing shift to learn status of job in progress
- Performs quality checks as required
- Must follow all applicable procedures and make recommendations for system improvements as identified.
- Keeps supervisor apprised of any quality, production or resource issues.
- Responsible for operating within policies & procedures and maintaining compliance with corporate and regulatory requirements; including compliance with Occupational Health and Safety procedures.

EDUCATION/EXPERIENCE/SKILLS

- High school diploma or general education degree (GED) and one to three years of related experience and/or training specific to sheet fed die cutting, preferably in the folding carton industry;
- Ability to read and interpret documents such as safety rules, operating/maintenance instructions, and procedure manuals.
- Ability to keep accurate records, including the completion of all required forms; and the accurate use of different measuring devices including tape measures, and all other applicable gauges.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT

The noise level in the work environment can vary from quiet to loud. Exposure to dirt and dust may occur

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, walk, and talk or hear. The employee is occasionally required to sit. The employee regularly works near moving mechanical parts. Specific vision abilities include close and distance vision, color and peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually loud.

DISCLAIMER

The preceding job description/specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The items listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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EMPLOYEE ACKNOWLEDGEMENT

I have read and fully understand the above position profile and all expectations.

Signature

Date