



Prepress Technician

Job Title: Press Helper

Location: Bardstown, KY

Reports To: Supervisor

Hourly (Non-Exempt)

Classification: Full Time

Division: Direct Manufacturing

The Prepress technician functions under the needs of the P/L room in correlation with the needs of the printing press and laminator. The position is responsible for all prepress duties to prepare and have ready all necessary cylinders, parts, supplies, etc. to complete production on the printing and laminating machines while assisting in make-ready/changeovers on machines to meet customer demands.

Fork lift skills (set down/reach truck)

Moderate climbing up to 10' height

Alternate stand/sit frequently

Lifting up to 50 lbs.

Reads machines production schedule to determine machine needs.

Loads and operates Parts Washer machine to set up for next run.

Ensures cylinders and parts are in order prior to machine set up.

Responsible for job content checks

Provide support to Press and lamination crews when time allows or needed.

Maintains the work area and equipment in a clean and orderly condition

Follows all safety and operational procedures

Maintain the 7S standard during your shift.

Other duties as assigned

Employee Name - printed

Employee Signature / Date

Manager Signature Date