



# Reliance Packaging

A division of the Sigma Plastics Group

## PRESS OPERATOR ASSISTANT

**DEPARTMENT:** Press  
**JOB TITLE:** Operator Assistant  
**REPORTS TO:** Printing Manager

**PURPOSE:** Assist the press operator in production of printed Film and Bags.

### JOB DUTIES:

1. Understand and follows safe work practices
2. Read and understand work orders and bring proper materials to press.
3. Maintain high housekeeping expectations through good organizational skills, sweep and mop daily, remove unused materials, WIP pallets, take out trash.
4. Assist with press change-overs by changing inks, gears, sleeves, clean plates and sleeves.
5. Cut cores to correct size if correct size not on hand, bring correct materials press side as needed.
6. Check and troubleshoot viscosity manually.
7. Fill solvent drums, change out ink/solvent totes.
8. Change out scrap boxes when full.
9. Load and unload rolls from both rewind and unwind by job tag and inventory tag. When loading rolls to unwind be able to interpret treated side and bag opening side to determine correct loading direction. Create flying splice as necessary.
10. Can enter production into reports, prints labels for rolls and pallets.
11. Maintain ink room housekeeping, dumps ink waste, correctly label and stock ink.
12. Can ensure safe operation and quality of press unsupervised while pressman is away from the press.
13. Can operate pallet wrapper
14. Can train other press assistants
15. Can operate pallet jack and fork lift.
16. Perform other related duties as directed by the Press Operator and Press Manager, including but not limited to: housekeeping and assisting other employees in the performance of their jobs.
17. Work in a team environment and conduct yourself in a professional manner when working with other employees and/or contractors.
18. Ensure Safe Manufacturing Practices are being followed on a daily basis

### MINIMUM KNOWLEDGE/EDUCATION REQUIREMENTS:

- High school diploma or equivalent or 3 years of experience
- Basic computer skills
- Ability to do basic math
- Ability to read a tape measure

### ABILITIES REQUIRED:

- Ability to lift up to 50 pounds
- Ability to stand for long periods on hard surfaces
- Ability to see and differentiate colors
- Ability to climb 60 feet
- Ability to perform in an environment that is not climate-controlled

### DISCLAIMER:

*The above information has been designed to indicate the general nature and level of work performed by employees within this classification and is subject to change with or without notice. 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.*