

POSITION SUMMARY: The digital press operator is responsible for running a digital press including daily startup, order processing, maintenance, and shutdown. The operator will be exposed to a variety of new technologies and applications. The press operator will need to be inquisitive and have the ability to troubleshoot.

WORK SCHEDULE: Full-time, non-exempt position; 3rd shift Sunday - Thursday 11:00 p.m. - 7:00 a.m., or as assigned by the Production Manager.

ESSENTIAL RESPONSIBILITIES:

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Operate the digital press and maximize production
- Interface with prepress department to understand job requirements
- Interface with scheduling to make sure production deadlines are met
- Monitor product quality and color consistency
- Troubleshoot mechanical or maintenance issues as needed
- Complete job paperwork
- Operate secondary converting & packaging equipment as needed
- Attend occasional training sessions
- Follow all Company policies and safety procedures in order to maintain a safe work environment
- Perform general housekeeping to keep work areas clean and organized

POSITION REQUIREMENTS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to communicate effectively with other employees of the organization
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Basic math and measurement skills
- Ability to prioritize and organize workload
- Ability to work with multiple priorities and meet deadlines
- Must be detail-oriented and accurate

Please submit a Job Posting Application to Vicki Tessmer, Senior HR Generalist, Roastar, Inc.
715-843-1988 or at vicki.tessmer@roastar.com

POSTED JOB: _____

PRESENT DEPARTMENT: _____

PRESENT JOB: _____

DATE OF HIRE: _____

SIGNATURE: _____

To be completed by the Human Resources Department.

Date Received: ____/____/____ Time Received: ____:____ am / pm

Initials_____