

Bindery Operator

Summary

The Bindery Operator will perform the full range of standard and specialized stitching, folding, and cutting of printed materials to complete a combined finishing product.

Essential Functions

- Perform set up and run full range of standard and specialized stitching, folding, and cutting of printed materials
- Perform maintenance of equipment and general housekeeping duties
- Read and interpret written work orders or other job specifications containing bindery requirements
- Set up and adjust machines for finishing operations and make necessary adjustments as needed
- Completes other projects and duties as assigned

Qualifications Required

- Work with integrity and ethically; upholds organizational values
- Ability to support the organization's goals and values
- Ability to respond to requests for service and assistance; meets commitments
- Demonstrates accuracy and thoroughness; monitors own work to ensure quality
- Observe safety and security procedures; reports potentially unsafe conditions
- Ability to meet productivity standards; strives to increase productivity
- Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events

Education and/or Experience

High school or equivalent is preferred. Experience stitching, folding, & cutting required