


Job Title:	Press Helper, 2nd Shift	
Position Type:	Full-Time	
Job Description		

Reports to: Liam Dowis, Production Supervisor, 2nd shift

About Steinhauser: From concept to shelf, Steinhauser works with customers to ensure brands make the best impression at every opportunity. Since 1905, a dedication to the craft of printing has guided the family business. Steinhauser has embraced technological and innovative changes, all the while maintaining our steadfast commitment to quality printing and excellent customer service. As a fourth-generation family business that is now 100% woman-owned, Steinhauser’s success comes from integrity and long-lasting relationships. That is the **Steinhauser Way**.

With respect and consideration for one another, and a strong belief in communication and transparency, at Steinhauser we accomplish everything as a team. We are proud of our people and the way we treat others. Once you walk through our doors, you will see why we have maintained some customer relationships for over 60 years.

Job Purpose: During this exciting growth, we are looking for a self-motivated candidate to fill this important role and work alongside our Pressman when creating our quality labels for our customer’s brands.

Duties and Responsibilities:

- Responsible for gathering materials needed for next job according to prescribed set up in job folder; locating proper stock as dictated by Bill of Materials; plates are mounted on correct cylinders & gears; inks are color correct, and quantity is available to cover entire length of run.
- Responsible for maintaining proper levels of all necessary chemicals and consumable materials at press side. This includes making certain that following shift has sufficient starting quantities of these materials and supplies.
- Ensure all necessary material and supplies are kept at proper stocking levels, including but not limited to plate mounting tape, splicing tape, gloves, wipes, doctor blades and all forms/ID labels.
- Maintain and ensure the press area is a clean and safe working environment, and all necessary precautions are taken throughout a shift.
- Assist in job changeovers by assisting Press Operator with inks, anilox changes, pan cleaning, doctor blade changes. Return all inks and plates to proper storage location upon completion of a job.
- End each shift with a thorough cleaning and walk through the press area & compactor room. Empty trash and dirty rag containers as needed. Keep flexo press area, including roll and skid storage areas, organized, clean and swept.
- Performs any other duties, including work in any other area of the company, as directed by supervisor or any member of the management team.
- When the press is running and the next job is ready, helpers should cut cores, maintain ink dispenser and ink area, unload trucks.

Physical Requirements: *Must be able to perform the essential functions of this position with or without reasonable accommodations.*

- 1.) Standing: Remaining on one's feet in an upright position without moving about - frequently
- 2.) Walking: Moving about on foot - frequently
- 3.) Sitting: Remaining in the seated position - seldom
- 4.) Lifting/Carrying: Raising/lowering an object from one level to another up to 40 lbs - frequently
- 5.) Pushing/Pulling: Exerting force upon an object moves away or toward the force - frequently
- 6.) Reaching: Extending hand(s) and arm(s) in any direction - sometimes
- 7.) Talking: Expressing or exchanging ideas by means of the spoken word or impart oral information to clients - frequently
- 8.) Hearing: Perceiving the nature of sounds by ear – frequently
- 9.) Vision: Clarity of vision from 20 inches to 20 feet or more – frequently
- 10.) Environmental Conditions: Work is generally performed indoors in varying temperatures.
- 11.) Work Related Tools: Being able to fully utilize hand and power tools and operate motor vehicles -frequently
- 12.) Stamina requirements – may be required to work weekend and holidays, up to 50 hours per week - sometimes

Preferred Qualifications and Skills:

A minimum requirement of high school diploma or general education degree (GED); A technical related Bachelor's Degree or equivalent experience preferred. Possess a TEAMWORK attitude, Ability to translate written instruction into proper press setup, Attention to detail, High expectations for quality, Thorough understanding of the print process, Above average productivity.

Note: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.