

Job Title:	Slitter / Seamer Operator	
Position Type:	Full Time	
Job Description		

Reports to: Production Supervisor

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 prepare, operate and maintain the Stanford Seamer to form high quality shrink sleeves with a minimal amount of downtime and waste.

Candidate Traits:

Reliable: Candidate must commit to assigned schedule, be punctual, and show up when scheduled for work. Candidate must operate in a safe manner and always maintain a safe working environment of her or his workspace.

Quick Learner: Candidate have ability to adapt quickly to operating equipment and must be able to quickly understand expectations of deliverables. Training will be provided.

Agility: Candidate must be quick on her/his feet, and able to complete and switch tasks quickly and efficiently, while producing excellent work product. In addition, this position is 80+% active standing work, so candidate must meet the physical requirements listed in this description (below).

Quality Driven: Candidate must take pride in her or his work and be meticulous in ensuring only top-quality product is packed and shipped for customer delivery.

Proactive: Candidate must be willing to help ensure Steinhauser stays at the highest standard with their customers, and if he or she sees an opportunity to improve, must be willing to identify and help make changes necessary to continue operational excellence.

Your Responsibilities:

Safe Working Environment

- Ensure the production area is a safe working environment and all necessary precautions are taken throughout a shift.

Job preparation and Accuracy

- Responsible for reviewing all information on job ticket and preparing work area, slitter or seamer, and materials as necessary. Solely responsible for lay flat, seam location.
- Double check all pertinent information on job ticket for accuracy including amount of material allocated, lay flat, seam location, print orientation. Immediately notifies supervisor if any discrepancies are found.
- Install and adjust the seaming table & tools, load printed substrate and unload formed sleeves.
- Responsible for quality of seamed work. Stay engaged to the process and focus on the task at hand.

Quality Assurance and Job Documentation

- Complete all necessary paperwork for a run and confirm that product is within tolerance for the establish standard.

Quality Assurance and Job Documentation

- Strictly adheres to all quality assurance procedures and QC pulls.
- Involves supervisor if there is any question regarding disposition of defects encountered during the run.
- Inspect and remove all defects, properly slicing the roll.
- Responsible for insuring only materials specified on Bill of Materials are used in allocated quantities. Should additional material beyond what is specified on the BOM be necessary, operator must secure authorization from supervisor.
- Performs line clearance per documented procedures at the end of EVERY production run.
- Ensures all required paperwork is complete and placed in job ticket before moving on to next job.
- Ensures all rolls that have been run are properly identified by appropriate crew identification.

Preventative Maintenance

- Responsible for all preventative maintenance such as lubrication, cleaning and adjustments to rollers or other small parts. Performs other tasks as necessary.
- Must request scheduled downtime and parts/materials when applicable.
- Maintain a clean working environment (wipe seamer of contaminates, keep tables straightened, clean spills as they happen, etc.)

Performs any other duties, including work in any other area of the company, as directed by supervisor or a member of management team.

Physical Requirements (must be able to perform the essential functions of this position with or without reasonable accommodations):

- Standing: Remaining on one's feet in an upright position without moving about - frequently
- Walking: Moving about on foot - frequently
- Sitting: Remaining in the seated position – seldom
- Stooping: Bending the body forward and down while bending the spine at the waist - frequently
- Lifting/Carrying: Raising/lowering an object from one level to another up to 50 lbs. – frequently
- Pushing/Pulling: Exerting force upon an object moves away or toward the force - frequently
- Reaching: Extending hand(s) and arm(s) in any direction - sometimes
- Talking: Expressing or exchanging ideas by means of the spoken word or impart oral information to clients - frequently
- Hearing: Perceiving the nature of sounds by ear – frequently
- Vision: Clarity of vision from 20 inches to 20 feet or more – frequently
- Environmental Conditions: Work is performed indoors
- Work Related Tools: Being able to fully utilize hand and power tools -frequently
- 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). Previous machine operation preferred. Possess a TEAMWORK attitude. Utilizes good time management, communication, problem solving, and organizational skills.

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

