

Job Title:	Finishing 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: The Finishing Operator is responsible for safely preparing, operating, and maintaining equipment within the Finishing Department to produce high-quality products while minimizing waste and downtime. Operators are expected to cross-train and may be assigned to a variety of finishing processes and equipment based on production needs, training, and business requirements.

Traits for Success: Successful Finishing Operators are reliable, safety-conscious, and eager to learn. They take pride in producing quality work, adapt quickly to changing priorities, and are comfortable working on different equipment within the Finishing Department. Team members in this role are proactive, detail-oriented, and committed to supporting operational excellence while meeting customer expectations.

Your Responsibilities:

Safe Working Practices

- Demonstrate a commitment to safety by following all company safety policies, procedures, and work instructions.
- Maintain a clean and organized work area, use required PPE, and work collaboratively with team members to promote a safe working environment.

Job preparation and Accuracy

- Responsible for reviewing all information on the job ticket and preparing work area, assigned finishing equipment, and materials, as necessary.
- Set up and operate assigned finishing equipment in accordance with job specifications and established production standards.
- Double-check all pertinent information on the job ticket for accuracy, including material allocation, dimensions, print orientation, seam location, lay flat requirements, and other customer specifications as applicable.
- Immediately notify the supervisor of any discrepancies, material concerns, or quality issues.
- Perform equipment-specific setup, adjustments, and changeovers as required for assigned work.
- Responsible for the quality of finished product produced on assigned equipment. Remain engaged in the process and focused on the task at hand throughout the production run.

Quality Assurance and Job Documentation

- Follow all quality assurance procedures and inspection requirements to ensure product meets customer and company quality standards.
- Inspect product throughout the production process and promptly notify the supervisor of quality concerns, defects, material shortages, equipment issues, or any condition that may impact product quality, safety, or production efficiency.
- Ensure materials are used in accordance with the Bill of Materials (BOM) and obtain approval before using additional materials.
- Complete all required documentation, line clearance procedures, and product identification requirements for each production run.

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 and organized work environment, including assigned equipment, workstations, and surrounding production areas.

Finishing Operators are expected to cross-train on multiple finishing processes and equipment and may be reassigned within the Finishing Department based on operational needs. 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.