

Job Descriptions / Physical aspects of: (Revised 04/09)

Collator Team (12 people – 6 per shift)

(This piece of equipment is used to combine all book sections and options to form a complete book.)

Work in six person teams operating collating and die cutting machine. Involves standing and moving about equipment 90-100% of the time. Must be able to lift 10-20 lbs. routinely while loading machines. Speed and accuracy is very important.

This position requires individuals to routinely work 8 to 10 hr shifts depending upon workload and deadlines, as well as occasional weekends. Shifts Available: Day Shift and Evening Shift

Quality Control (2 people – 1 per shift)

Perform quality control inspection of product. Duties include spot checks for content accuracy, print quality, and quality of trim.

Labeling of product and insertion of markers between product breaks as necessary. Involves standing and moving about equipment 90-100% of the time. Must be able to lift 10-20 lbs. routinely. Speed and accuracy is very important. **This position requires individuals to routinely work 8 to 10 hr shifts depending upon workload and deadlines, as well as occasional weekends.**

Shifts Available: Day Shift and Evening Shift

Punch Operator (12 people – 6 per shift) (this machine punches the holes needed to spiral bind the notebooks)

Work in two person teams operating punching machines; perform quality control inspection. Involves standing and moving about equipment 90-100% of the time. Speed and efficiency are critical to production. Must be able to lift 10-20 lbs. routinely while loading machines. **This position requires individuals to routinely work 8 to 10 hr shifts depending upon workload and deadlines, as well as occasional weekends. Shifts Available: Day Shift and Evening Shift**

Agenda Coiler - Student Books (12 people – 6 per shift) Teacher Books (2 - 4 people – 1 or 2 per shift)

Job duties include the insertion of plastic coils into books, while working in two person teams. Must be able to sit/stand at coiling station approximately 90-100% of the time. Speed and efficiency are critical to production. **8 to 10 hour shifts are to be expected, as well as occasional weekends. Shifts Available: Day Shift and Evening Shift**

Product Packaging (4 to 6 people – 2 or 3 per shift)

Pack finished books into shipping cartons; calculate proper quantities, record shipment information, and perform quality control inspection. Move finished orders to shipping. Involves standing and moving about packing area 90-100% of the time.

Must be able to lift 40 – 50 lbs. regularly. 8 to 10 hour shifts are to be expected, as well as occasional weekends.

Shifts Available: Day Shift and Evening Shift

Order Fulfillment (2 to 4 people – 1 or 2 per shift)

Responsible for the fulfillment of small customer orders, the repair of damaged books, the filing of extra book parts and sample books.

Involves standing at a repair table about 50% of the time and moving about department approximately 50% of the time. Must be able to lift 15-20 lbs. routinely. **This position requires individuals to routinely work 8 to 10 hr shifts depending upon workload and deadlines, as well as occasional weekends. Shifts Available: Day Shift and Evening Shift**

Product Shipping (2 to 4 people – 1 or 2 per shift)

Scan finished cartons into computer, record shipment information, print manifests, and perform quality control inspections. Move finished orders to semi-trailer. Other job aspects involve loading and unloading of semi-trailers, maintaining inventory and some maintenance duties. Job requires operation of pallet jacks, electric and LP gas powered forklifts. Evening shift is also responsible for the assisting in product change over. Involves standing and moving about packing area 90-100% of the time. **Must be able to lift 40 - 60 lbs. Job requires shifts of 8 to 10 hours routinely. Shifts Available: Day Shift and Evening Shift.**

Workflow Manager (1 person on Day Shift – Possibility of 1 person on Night Shift if necessary)

Requirements include the organization of product for daily production based on report information, due dates, and product availability. Must have good analytical, organizational and judgment skills, database and spreadsheet competency, speed, efficiency and the ability to work well with others. Must be able to physically move and organize product on to pallets and carts. Must help coordinate product change over with other departmental leads. Job requires operation of pallet jacks as well as standing and moving about equipment 80-90% of the time. Must be able to lift 20-30 lbs. routinely. **This position requires individuals to routinely work 9 to 10 hr shifts depending upon workload and deadlines, as well as occasional weekends. Shifts Available: Day Shift (possible Evening Shift)**

Warehouse Manager (1 person)

Duties include the loading and off loading of product from semi trailers. Must be able to maintain the organization of warehouse materials and accurately maintain inventory levels and counts. Must be able to lead product change over with speed and efficiency. Must be able to coordinate product needs with the department leads. Job requires operation of pallet jacks, electric and LP gas powered forklifts. Involves standing and moving about equipment 90-100% of the time. Must be able to lift 40-50 lbs. routinely. Speed and accuracy is very important. **This position requires individuals to routinely work 8 to 10 hr shifts depending upon workload and deadlines, as well as occasional weekends. Shifts Available: Day Shift**

Job Descriptions / Physical aspects of (cont.): (Revised 04/09)

Laminator Operator / Single Knife Cutter Operator (1 person)

The lamination machine applies a laminate material to a printed cover to add strength and durability. A single knife machine is used to cut the finished product to size. Duties will be split between operation of the laminator and the single knife cutter. Other duties include quality control inspection and the transportation and stacking of material. The job requires standing and moving about equipment 90-100% of the time. Must be able to lift 30-50lbs. while loading lamination material onto machine and while moving covers before and after laminating and cutting. Work will also be performed in other departments as needed.

Shifts will be 8 to 10 hrs per day. Shifts Available: Day Shift

Maintenance (2 people – 1 per shift)

Involves the day-to-day maintenance and upkeep of plant facilities. Duties include the proper disposal of recyclable paper products, cardboard, and waste materials, the maintenance and operation of baling equipment, the assistance in loading and unloading of semi trailers, and the distribution of materials throughout the plant. Dry mopping, wet mopping and general cleaning (including bathrooms) are also required. Must be able to lift 40 – 70 lbs. routinely.

Generally 8 to 10 hour shifts as needed and occasional weekends. Shifts Available: Day Shift and Evening Shift.

Office Assistant (1 Person)

Duties include the receiving, creating, updating and filing of job documents. General office duties and occasional fill in work in other areas. **Generally 6 to 8 hour shifts as needed. Shifts Available: Day Shift**