



# Poor Richard's Press

SINCE 1947

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## Job Description: Poor Richard's Press

### Production Assistant/Bindery Operator - San Luis Obispo, CA

#### Job Summary:

Poor Richard's Press is seeking a highly motivated and reliable individual able to work on a full-time basis. The successful candidate is mechanically adept and has operated machinery in the past. The Production Assistant/Bindery Operator will be responsible for coordinating production plans as well as setting up and operating folding, cutting, heat press, misc. bindery and stitching equipment. The successful candidate will inspect materials and products for defects to ensure they meet job specifications; adjust, perform maintenance and complete minor repairs to equipment; completing quality assurance checks consistently throughout production to ensure superior quality of product. The Production Assistant/Bindery Operator works in all areas of production as directed by management.

The successful candidate will have a firm grasp and acumen for computer generated plans and operations and be able to translate them to physical production while running equipment.

**Estimated Hourly Wage:** \$17.50 - \$25.00, Depending on experience

#### Production Assistant/Bindery Operator Responsibilities & Duties:

- Coordinate with the Production Supervisor/General Manager to prioritize jobs and assist Production where needed.
- Run Production machines and equipment.
- Assist in servicing and maintaining machinery and equipment.
- Comply with all OSHA safety requirements.
- Follow systems and procedures outlined in company manual.
- Review and perform quality checks on all products to verify accuracy to job ticket.
- Maintains a clean/organized working area.
- Perform local deliveries when needed.
- Occasional direct-to-client interaction while assisting in loading jobs into vehicles.

#### Production Assistant/Bindery Operator Qualifications/Skills:

- Basic navigation of computers and software.
- Basic Mathematical skills.
- Frequent lifting of objects up to 50 lbs.
- Strong sense of organization and urgency.
- Must possess a good attitude and calm demeanor.



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- Good written and verbal communication skills.
- Able to work independently and within a team environment.
- Forklift training or the ability to be trained.
- Having an aptitude for mechanical processes is preferred.
- Able to drive company vehicle and eligible for company insurance.
- Machine operation experience.

## **Working Conditions**

- Must be able to stand for a prolonged period (4 hours).
- Frequent lifting of objects up to 50 lbs.
- Noise level is usually moderate to loud.

## **Education & Experience Requirements:**

- High School diploma, GED or equivalent.
- Forklift certification within 90 days of job entry date.
- Driver's license.

## **Additional Duties:**

*This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.*