

**Flash4's goal has always been to create a company with strong morals and caring employees that serve our customers and community. This has transpired into a family focused environment where everyone is treated as an extension of our family.**



## CORE VALUES

Trust • Loyalty • Family Focused • Strong Morals • Lasting Relationships  
Commitment to Serving Customers and Community

# BLANK PRESS OPERATOR

**POSITION OVERVIEW:** As a Blank Press Operator your primary objective is to manufacture various label jobs while prioritizing safety, quality, and optimal productivity. This person will be responsible for the production of quality labels in different shapes and sizes to fit our customers evolving needs. If you have a strong work ethic, collaborative spirit, and a sense of pride in your work, we would love to have you on our team!

### Essential Functions of this position include:

- **Operate Blank Press** - Operate assigned equipment within Flash4's safety standards and department procedures to produce printed products according to customer specifications with efficiency. Continually monitor supply levels of inks, paper, and other required materials to add as needed to ensure maximum productivity. Make routine adjustments as needed to maintain quality and correct any issues as soon as possible or involve appropriate personnel as required.
- **Perform Basic Level Troubleshooting & Preventative Maintenance** - Observe and monitor machine operations to determine whether adjustments are needed. Trained to identify when more in-depth maintenance and or job set-ups and takedowns are needed and to involve appropriate personnel.
- **Perform Quality Checks** - Complete quality checklist(s) and other required documentation. Perform visual quality checks of the product throughout the printing process to ensure customer satisfaction. Flag defective product for removal from job run. Cut samples from each job and compare them to product standards to ensure compliance with customer specifications.
- **Understand and Uphold Safety Standards**- Prioritizes existing safety standards to ensure safety at all times when operating at or near existing equipment.

### Required Knowledge, Skills, and Abilities include:

- Being a team player while setting up and efficiently running a Flexographic Press and die cutting to convert prime labels. Assisting others in all aspects of production, and training with mechanical aptitude
- Communicate effectively with all functional areas of the plant to ensure all production needs are successfully achieved.
- Monitor and participate in factory floor feedback tools to track progress against production goals and enable performance excellence.
- Follows daily press schedule and ensures all required paperwork is complete and accurate.
- Attention to detail and accuracy. Ensures colors and registration are within tolerance per specifications Ability to match and detect differences in similar color shades and hues.
- Ensures all setup components are checked for durability over long runs (cylinders locked down, plates tuned in, proper ink per job specs).
- Excellent professional communication skills and ability to work with deadlines.
- Ability to understand, remember, and apply/follow written and verbal instructions.
- Ability to perform tasks with room for personal growth; involving a supervisor for problem-solving when needed.

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# BLANK PRESS OPERATOR CON'T

### Responsibilities:

- Our Printing Press Operators must adhere to all Flash4 safety rules, procedures, and guidelines.
- Takes a safety-first approach in all operational functions.
- Completes make-ready in accordance with the Job Ticket and Product Specification documents to ensure correct print cylinders, inks, substrates, tooling, and anilox rollers are used.
- Responsible for completing all required quality checks related to product specifications, visual, and functional checks. Completes all press-side quality checks.
- Operates press to produce products in accordance with customer specifications while maintaining quality, waste, and press efficiency.
- Maintains consistent quality during the production run. Critical quality checks includes copy, die strikes, color, and registration, and ink adhesion. Ensure conformance to all other quality checks.
- Identify equipment needing repair and notify supervisor/team lead
- Perform preventive maintenance.
- Completes all required equipment maintenance duties.
- Cleans plate, cylinder, and ink pans, and lubricates press as needed.
- End of order/day cleaning required, includes flushing out of ink pans, cleaning of anilox rollers and print plates, wiping down/cleaning of machine rollers if buildup occurs
- Must be willing to work in other departments and/or areas and complete miscellaneous duties as assigned
- Train and mentor new and current pre operators
- Perform Pre-press responsibility as required.
- Perform assigned safety inspections to ensure OSHA compliance

### Secondary Tasks and Responsibilities (Occupies balance of time):

- Performs basic preventative maintenance as needed
- Notifies supervisor of any inconsistencies with finished product, information, and troubleshooting as needed
- Proper and courteous use of support help as needed
- Assist with inventory counts and data collection
- Pre-press responsibilities as required
- Participates in the quality and continuous improvement processes

### Education and Experience Requirement:

- High school diploma or equivalent
- No industry experience required

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### **Job Qualifications:**

- Ability to embrace continuous improvement and change while working in an ever-changing environment
- Must be willing and able to lift 50 pounds and stand for periods of time during a shift
- Highly motivated with ability to be self-motivated in completing tasks
- Must have organizational skills with an ability to prioritize and multi-task
- Must excel in working both individually and as a team
- Exceptional attention to detail and good follow-up skills
- Ability to interact in a professional manner with coworkers and other departments

### **GENERAL INFORMATION:**

- This is a full-time position with general working hours Monday-Friday 8:00 AM-4:30 PM. For interested applicants, there may be possibility to move to second shift following all required training.
- Please note this position does require some physical demand including but not limited to ability to stand for extended periods of time, able to move and lift up to 50 pounds and ability to reach and bend. Ability to work and excel in fast paced and physically demanding environment.

### **BENEFITS:**

As a Flash4 employee, you earn more than just a paycheck; you earn a comprehensive package of benefits as well. Total compensation includes your pay (base salary), a newly upgraded medical/dental program, employer paid life insurance, a generous paid time off program, an employer matched retirement savings plan, and paid holidays. New in 2024: We even offer employees an additional paid holiday off- their Birthday!

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the Flash4.

For more information, to schedule a facility tour or to apply please contact Jessica Rockwell at [jrockwell@flash4.com](mailto:jrockwell@flash4.com) or 715-299-9250 (ext. 110).

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