

JOB DESCRIPTION

1.0 TITLE: DVD/CD Offset & Silkscreen Printing Operator

2.0 REPORTS TO: Factory Production Coordinator/Supervisor

2.1 JOB DESCRIPTION

The responsibilities for this position are to work in a factory environment. It requires an ability to understand and work within production procedures and to operate various process machines associated with printing. The Printing Operator works from a work chart which indicates which machine(s) and which orders are to be run for that shift.

This is a responsible position and an enthusiastic approach to work is necessary together with a high energy level.

The Printing Operator is required to speak, read and write fluent English, be able to work under the pressure of deadlines and work flexible hours during busy periods or as requested by the Production Coordinator.

Personal Attributes

- A 'Can do approach'
- Excellent attention to detail
- Excellent time management skills
- Numerically competent
- Good communication skills
- Excellent attendance
- Ability to work shifts when required

3.0 RESPONSIBILITIES & AUTHORITIES

Ensure all tasks are performed in accordance within established procedures

Printing Responsibilities (Primary)

- Process all jobs in the specified order of priority
- Prepare silk screens from films for DVD/CD printing
- Process and trim offset plates
- Mixing inks to match spot colours. Setup & operate screen and offset printing machines



DVD/CD



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- Fit plates, load inks and setup offset printing machines
- Produce a print sample of each job to match spot colours and/or colour proof supplied. Samples must be signed off by the Production Coordinator/Supervisor
- Ensure all jobs are successfully completed within the set time limits. This includes screen preparation, plate production, machine setup, ink mixing and sample approval
- Run printing machines in accordance with the operating instructions & training provided as well as OH&S requirements. Ensure consistent quality of production and maintain accurate production records
- Provide feedback to the Factory Production Coordinator and Maintenance Engineer, reporting any faults or machine performance issues - being actively involved with continual improvement to print quality, reduced setup times and increasing machinery and staff efficiency
- Ensure that the printing machinery is maintained in accordance with instructions provided by the Maintenance Engineer
- Troubleshooting machine 'stops'
- Monitor inventory of all printing materials. Including inks, screens, plates, cleaning materials and advise the Production Coordinator of any shortages
- Troubleshooting with the Production Coordinator to resolve inconsistencies and problems with production schedules

Printing Plate and Film Making

- Testing client artwork and formatting to templates
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- Setting up platemaker and film setter
- Outputting and checking

Screen & Plate Preparation

- Stretch and prepare screens
- Expose screens from films & make ready for print
- Trim & prepare plates and make ready for print
- Clean used screens and exercise judgment as to whether a job's screens should be filed for reuse or reclaimed
- File job bags and maintain filing system in an orderly manner
- Mixing inks to match Pantone colours including preparing the correct volume of ink to cover the job's run size



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General Duties

- Provide relief printing during lunch breaks and shifts when necessary
- Maintaining the cleanliness and tidiness of the screen and plate preparation areas
- Maintaining the cleanliness and tidiness of the printing, warehouse and storage areas e.g. sweeping, dusting, emptying bins etc
- Ensure that all work is completed to the high quality standard required for DVD/CD printing
- Weekly stock-takes of inks, & other printing consumables & maintain adequate stock for printing requirements
- Undertake training in Dispatch and related warehouse responsibilities for relief dispatch duties
- Assist when necessary in the packing area and other tasks as requested by the Production Coordinator

4.0 DELEGATION

Other Printers, Production Coordinator

5.0 QUALIFICATIONS AND EXPERIENCE

Work in factory environment using printing or production machinery



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