

GPA HQ  
8701 West 47th St, STE A  
McCook, IL 60525

Tel 800.395.9000  
www.gpa-innovates.com

**Employee:**  
Position Title: Press Operator

**Date Prepared:** 5/10/2024  
**FLSA Job Status:** Non-Exempt

**Manager:**  
Edward Clark  
Department: Production Center

**Hours:** 7:00 am – 4:00 pm  
**Lunch Duration:** 1 Hour

**Primary Function:**

- Operate printing press using a patend coating for the print industry.
- Produce a high quality product. Communicate any issues with quality and or equipment to their supervisor.
- Follow daily production schedule and run equipment withing 85% of planned production rates.
- Monitor and update production reporting system. This to include recording down time and creating work orders in system.
- Interact with department management in a way to promote corrective actions and increased safety.
- Exhibit positive leadership in a manner consistent with the GPA Mission, Core Values and Annual Corporate Objectives.

**Primary Responsibilities:**

- Operate and changeover the printing equipment based of the size job scheduled to be produced.
- Monitor and gaining a first piece sign-off by the quality manager or production supervisor after changeover is completed and before running production.
- Monitor material quality coming into the press area, contact supervisor when material is questionable.
- Monitor pallet counts and record / communicate all desrepancies.
- Safely operate various pieces of equipment in the department.
- When moving material in and out of production, verify the accuracy of the quantities, labels, and part numbers against inventory and production information.
- Ensure that the material required for the next day's production is staged in the WIP Area or at Equipment for the start of the next shift.
- Follow shut down process at the end of the shift.
- Maintain a clean work area by cleaning equipment, and sweeping in accordance with daily and weekly housekeeping standards.
- Assist in perform Inventory cycle counts when needed.
- Be flexible and provide backup to other functions as needed.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. It is merely an outline and should be used as such. This document should also not be construed as an employment contract nor should it constitute a guarantee of continued employment. All employment with GPA is at will.

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**Position Requirements:**

- High school diploma or GED desired, some college or continuing education strongly preferred.
- Highly effective organizational skills and the ability to be detail and process oriented.
- Strong manufacturing equipment exsperiance desired.
- Works independently, with little direction.
- Excellent judgment (problem solving) and the ability to build trust and collaborative relationships with colleagues and customers.
- Works well under pressure, can operate successfully in a fast paced working environment.
- Ability to lift and handle cartons weighing in excess of 50 pounds consistently throughout the day
- Willingness and ability to work overtime as needed
- Ability to fill in for people that are absent

Manager's Signature:

Employee's Signature:

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Date:

Date:

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