

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	BINDERY WORKER	2.6.10
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing a variety of bindery duties necessary to produce finished work as it relates to the printing process in order to provide vital materials to staff and students.

CLASS CHARACTERISTICS

This classification is distinguished from other classifications in that the work performed requires knowledge of binding equipment and production techniques. The duties also include the preparation and staging of materials for delivery by scheduled delivery personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Work is reviewed only periodically to assure compliance to standards and measured results.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Operating a wide variety of automated binding equipment in accomplishing such tasks as collating, folding, stapling, stock cutting and wrapping.

Using proper production techniques to assure accuracy and quality in production.

Logging jobs completed and maintaining records as required by supervisor.

Sorting and preparing materials for delivery by scheduled delivery personnel.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic binding/production techniques and paper handling.

Binding equipment operation to include: automated paper cutter, collator, stitchers and folders.

Ability to:

Understand and follow oral and written instructions.

Operate a wide variety of binding equipment.

Assess job quality and follow guidelines for corrections when applicable.

Keep adequate records of work completion

Perform math calculations and ability to read and interpret instructions

Evaluate and establish work priorities.

Communicate effectively both orally and in writing.

Maintain cooperative relations with other employees and the general public.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. Mechanical aptitude is valuable in this job. A representative way to obtain the knowledge and abilities would be:

Experience:

One year of general bindery experience including paper handling techniques and the operation of basic bindery equipment and/or any combination of training and experience which provide the required knowledge, skills and abilities.

Training:

Equivalent to the completion of the twelfth grade.

Work Environment:

Climate controlled production setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels from moderate to loud and frequent to continuous time periods. Cast paced, detailed-oriented work setting.

Physical Requirements

On feet all day, with bending, lifting, standing, pushing/pulling, twisting, walking and kneeling. Must be able to lift 50-pound paper boxes repeatedly throughout the day. Meet strict project deadlines. Safety equipment is available to be used. Work frequent overtime June through November. Hearing and speaking, to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store paper stock and supplies; lifting light objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Bindery Worker

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____