

BINDERY ASSISTANT

DEFINITION:

Under the supervision of an assigned supervisor, performs a variety of printing facility functions; operates and maintains peripheral finishing equipment; sorts, counts and collates printed materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Sorts, counts, collates and wraps printed material.
- Supplies and stocks paper for press and copier operators.
- Properly labels and identifies items for delivery.
- Delivers printed materials and maintains records of deliveries.
- Cleans, adjusts and maintains assigned equipment.
- Lifts and moves cartons of paper as needed.
- Picks up and delivers related items throughout District community; drives a vehicle to conduct work.
- Operates office and finishing equipment including a photocopier, collator, power stapler, paper drill, automated paper cutter, padding press, automatic folder and cellophane heat sealer; operates a forklift, pallet jack, hand truck and electric cart.
- Maintains bindery area in a clean, safe and orderly condition.

QUALIFICATIONS GUIDE

Knowledge of:

- Print shop methods, materials

Bindery Assistant -