

6 + 2 5 75 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.

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

