



Quality Labels • Innovative Solutions

JOB DESCRIPTION

Job Title: Offline Jogger
EEOC Number and Classification: 70610, Operatives
Reports to: Label Finishing Manager
Status: Non-Exempt

Date: July 12, 2010

Job Summary:

While maintaining personal safety in accordance with company policies and procedures, inspect and aerate printed sheets of material in preparation for the cutting process, ensuring we meet the customer specifications and the department production standards.

Job Responsibilities:

1. Sets up and operates jogging, squishing, banding and auxiliary equipment.
2. Maintains quality of jogged lifts.
3. Inspects sheets to ensure quality standards are maintained.
4. Aerates sheets using hand, wrist and shoulder movements to fan air between sheets.
5. Transports production / material using powered hand trucks.
6. Maintains production records as required.
7. Communicates job requirements / specifications with co-workers.
8. Assists in the training of Off-Line Joggers.
9. Cross training will be expected
10. Performs Label Line Associate responsibilities and performs certain cutter responsibilities to assist cutter operators in meeting and exceeding production standards.

Competencies

Dependability
Initiative
Organization
Problem Solving
Support of SQP Programs
Communication
Calm under pressure
Teamwork
Accurate
Basic Math Skills

Prerequisites:

A high school diploma or general education diploma is required; 1 – 3 years related experience or a combination of education and experience is preferred.

Physical Requirements:

Must meet physical requirements identified in work screen protocol (Pod A) ; visual acuity corrected to 20/40; must pass Ishihara Color Assessment and receive a minimum of average/normal color vision score on the Farnsworth Munsell 100 Hues and D-15.