

Phillips Graphic Finishing, LLC  
**Handwork**  
Job Description

**Reports to:** Handwork Supervisor

**Position Purpose:** To assist with the operation of various bindery functions.

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**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Upholds and advances the Company's core purpose and core values through all work-related decisions, communications, and behaviors.
- Assures personnel safety and a safe working environment.
- Communicates and receives direction from supervisor in order to perform the duties and expectations of each particular job.
- Various handwork duties to include stripping, folding, gluing, collating, inserting, etc. and assembling final product by hand.
- Remains productive during discretionary time, i.e. cleaning up waste, sweeping floor, making cartons, etc.
- Provides feedback to the supervisor on areas of production concern.
- Aids in controlling costs through effective material usage and assists the supervisor in defining and addressing areas of excessive waste.
- When assigned, acts as a "runner", providing needed materials to individuals in handwork.
- Informs supervisor of any production errors immediately for resolution.

**Secondary Duties**

- When directed, records production counts, enters material data into computer and tracks partials on daily tally sheet.
- Reports maintenance issues to supervisor.
- Ensures manufacturing area is neat, clean and organized.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High school diploma or general education degree (GED); or one to three years related production/manufacturing experience and/or training; or equivalent combination of education and

experience.

**Job Knowledge, Skill and Ability:**

- Ability to effectively communicate verbally and in writing.
- Ability to understand and follow verbal and written instructions.
- Ability to observe proper safety precautions.
- Ability to establish effective working relationships with other employees, supervisors and managers.
- Ability to work independently
- Detail oriented
- Ability to work in a fast paced environment

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally required to stand. The employee is occasionally required to walk. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Classification:** Hourly, Non-exempt