

NATIONAL CHECKING COMPANY
Job Description

We have a Job Opening for Bindery Assistant.
Please refer interested candidates to Christina Cooley
ccooley@ncco.com or 651-251-1580.

Job Title: **BINDERY ASSISTANT**
Location: 899 Montreal Circle, St. Paul, MN 55102
Department: Production
Schedule: Full-time, 11pm to 7am Sunday night – Thursday night
Pay Type: Hourly employee, starting wage of \$17.50, finishing wage of \$25.70 plus shift differential
Additional: Unionized manufacturing plant, benefit package offered, shift differential of \$1.10/hour for third shift, pension contribution

SUMMARY

Feeds, sorts, and packs finished product and assists in the operation of the Bindery machine.

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

- Sorts signatures in 50'S or 100's from press carts, shipping pallets, or hand trucks.
- The sorters will have all of the signatures jogged and sorted before being moved to the transfer table.
- The sorters will replace any missing sheets or books.
- It is the sorters responsibility to watch for bad numbers, poor quality, and mark them accordingly.
- The feeder will ensure proper placement of the signatures into the bindery machine.
- Feeders are also expected to inspect signatures for damage and conformity to specifications.
- The feeders and sorters are also required to make certain that the feeder pockets are full of folded backs, carbon inserts, and chipboard when the operator is unavailable to do so.
- Assists the ABM operator in the day to day operation of the Kugler and in line equipment.
- Box packers will help set the case packer up for different styles and sizes of checks. Fill the hopper with cartons and keep the glue pot filled.
- Box packers are responsible for the proper sealing of the cartons.
- Box packers will make sure that the proper numbers are being put in the case.
- The box packer is to be certain that the proper flyers and labels are being used.
- Box packers need to have a basic understanding of the in line shrink wrapper.
- Feeders, sorters, and box packers will assist the operator during change-overs and times of trouble.

- Keeps accurate daily work sheets.
- Maintains a clean and neat work area.

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 and/or EXPERIENCE

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

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 regularly required to stand and uses hands repetitively to finger, handle, or feel. The employee must regularly reach with hands and arms. The employee is occasionally required to walk and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Only qualified applicants should submit their resume to ccooley@ncco.com.

NCCO is an equal opportunity employer.

For more than 115 years, National Checking Company (NCCO) has developed and produced products that drive success for the food service and hospitality industries. We specialize in products that improve restaurant profitability, enhance food safety, increase server and restaurant efficiency and promote a more enjoyable and satisfying dining experience.

Headquartered in St. Paul, NCCO is a family owned business that takes pride in their hard-working staff who are dedicated to providing exceptional customer service. The future looks bright as new product lines, marketing programs and technologies are launched to help end users provide stellar customer service and achieve their business goals.