

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRINT SHOP FINISHER

BASIC FUNCTION:

Under the direct supervision of the Supervisor-Purchasing, performs work of routine difficulty in the finishing of printed material and operation of various print shop equipment. Performs related work as required.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

ESSENTIAL FUNCTIONS:

Assist customers that come into the print shop.

When necessary, assist with answering primary phone line.

Make the rounds to the District Office (DO) daily to pick up budget approved print shop request forms and quick copy requests and drop off completed print jobs.

Cut, collate, bind, staple, drill, laminate, assemble, package and distribute printed materials to appropriate school or office.

Contact Purchasing Warehouse Supervisor as needed to coordinate staff necessary to pick up pallets and completed print jobs.

Receive supply orders, verify for accuracy and put away supplies in a timely manner.

Maintain the print shop in a clean and orderly condition at all times.

Assist with performing minor repairs and routine maintenance for the purpose of keeping equipment in good working order and to ensure availability of equipment as needed.

Contact outside vendors when repairs cannot be completed in house.

Assists operators as needed.

Perform other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations and activities of a printing services department.

Modern office practices, procedures and equipment.

Health and safety regulations.

Print Shop Finisher - Continued

Proper lifting techniques.

Interpersonal relations skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Prioritize projects and complete by due date.

Plan and organize work.

Follow oral and written instructions.

Establish and maintain effective working relationships.

Work independently with little direction.

Operate, service and make minor repairs on equipment.

Maintain consistent, punctual and regular attendance.

Stand for extended periods of time.

Reach overhead, above the shoulders and horizontally.

Use proper lifting methods.

Move hands and fingers as required to operate print shop equipment.

See to read a variety of materials.

Hear and speak to exchange information.

Bend at the waist, kneel or crouch

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school or GED certificate and one years' experience working in a print shop environment and operating related print shop equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Employee Entrance Evaluation – (Floor-lift 55 pounds.)

ENVIRONMENT

Copy Center environment.

Driving a vehicle to conduct work.

Noise from equipment operation.

BOARD APPROVED: _____