



Essentra Job Description

Job Title: Folder Operator

FLSA Status: Non-Exempt

Department/Cost Center: Bindery

Reports to (Title): Bindery Supervisor

Location: Various

Date Created: August 20, 2024

I. Essential Functions:

The purpose of this position is to operate a sheet and/or roll folding machine for printed pharmaceutical literature.

II. Specific Duties, Activities, and Responsibilities:

Responsibilities Include:

- Operate a folding machine.
- Monitor each run to ensure products meet clients' specifications.
- Correct and replace any non-standard work while monitoring scrap/waste.
- Package product to clients' specifications.
- Maintain equipment cleanliness during operating and non-operating periods.
- Perform daily housekeeping duties within work area.
- Comply with environmental and OSHA requirements.
- Maintain accurate production and time keeping records.
- Perform line clearance requirements between production runs.
- Troubleshoot machine operation according to procedure.

III. Position Requirements:

Education/Experience:

- This role requires the ability to read and understand written English.
- This role requires a High School Diploma or GED.

Knowledge/Skills Requirements:

- Technical Understanding
- This role requires the ability to perform basic mathematical operations, including decimal and fraction conversions.



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IV. Physical Demands:

- While performing the duties of this job, the employee may sit/stand for long periods of time.
- The employee must occasionally lift and/or move up to 40 pounds.
- Close vision, depth perception, and the ability to adjust focus are a demand of this position.

V. Work Environment:

- While performing the duties of this job, the employee will be near mechanical parts and equipment.
- The noise level in the work environment is moderate. Hearing protection is required and provided.
- **Hours** – Day and Night 12 hour shifts (6:30am – 6:30pm for days / 6:30pm – 6:30am for nights) working on a rotating schedule. 3 days worked one week and 4 days the next week.
- **Background and drug screen** – Yes, we do conduct a background investigation and drug screen for all candidates.
- **Bus route** – we do not sit directly on a bus route. The closest stop to us looks to be at 62nd & Georgetown Road. However, we do have employees that ride the bus to that stop, then walk or ride their bike the rest of the way.
- **Pay** – Starting pay is \$18.75/hr. Night shift employees will also receive an additional \$1.00/hr for shift differential.