

# sextonprinting

**POSITION**           Stitcher Operator  
**DEPARTMENT**       Bindery  
**SUPERVISOR**         Bindery Manager

## **PRIMARY OBJECTIVES OF POSITION**

A stitcher operator is responsible for the setup of the folded material on a saddle stitcher and must ensure that the quality and quantity standards are upheld. In addition, they are to review the stitched printed pieces and double-check for any errors that may have been missed by other departments or bindery operations. They are required to prepare their finished products for the next bindery function.

## **MAJOR AREAS OF ACCOUNTABILITY**

### **Main Objectives**

- Review original job tickets and make sure all materials match up to job specifications (signatures, covers, envelopes, cards, etc.). Also, review tickets for any additional operations involving the finished products (mailing, drilling, shrinkwrapping, etc.).
- Check dyluxes against stitched pieces for trimming specifications, bleeds, matchups, and proper pagination. The stitcher operator also is responsible at this time to have the designated helper double-check the stitched pieces and fill out the Stitcher Checklist.
- If there are any questions or problems with the job, obtain an approval of the setup from a supervisor before running the job. Make adjustments, as needed, to maintain specifications and operating speeds.
- Constantly monitor the quality of the finished products, such as trim sizes, pagination, markings, matchups, etc., and take corrective actions when needed.
- Prepare the stitched products for the next bindery function. Ensure that the completion of jobs meet quality and quantity requirements, and that counts and breakdowns of jobs are documented on job tickets.
- Responsible for preventive maintenance and minor repairs of the stitching machine.
- Follow all safety requirements when operating the stitcher.

### **Workflow**

- Has a working knowledge of every process within the department, and has a mastery of the position he/she fills
- Has a basic understanding of and can recognize when there are quality problems from press, cutting, folding, or stitching...notify supervisor
- Is able to communicate and train the stitcher helpers, and is responsible that the helpers do their jobs correctly
- Is able to communicate with and assist other operators and work with them as a team to maximize productivity
- Can troubleshoot stitching problems and bring mechanical or electrical problems to the supervisor's attention    *(continued on next page)*

**Compliance**

- Adheres to all safety, security, and conduct documentation, as it pertains to his/her position, where the employee has signed an acknowledgement form.

**QUALIFICATIONS**

- 2 years experience operating a saddle stitcher

**PHYSICAL REQUIREMENTS**

- Must be able to perform constant and repetitive twisting, bending, reaching, and lifting of paper products up to 50 pounds
- Must be able to stand for long periods of time