

**TITLE:** Finishing Procedure Operator

- QUALIFICATIONS:**
1. High School diploma or equivalent.
  2. Two years experience in finishing operations.
  3. Good written and verbal communication skills.
  4. Ability to operate assigned equipment.
  5. Ability to understand and follow directions as given.
  6. Good motor skills.
  7. Valid Florida drivers license.
  8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
  9. Demonstrated ability to follow oral and written instructions.

**REPORTS TO:** Assigned supervisor

**JOB GOAL:** Provides finishing support of JV2 print orders in a timely manner that meets scheduled delivery times and dates.

**ESSENTIAL FUNCTIONS:**

1. Operates and performs general maintenance on various assigned equipment.
2. Sets up assigned equipment for operation.
3. Collates, folds, trims, stuffs, counts, pads, inserts, jogs, stitches, and labels regularly.
4. Packs, wraps, and identifies packages.
5. Answers phones, conveys messages.
6. Communicates with customer to clarify finishing questions, or completion of order.
7. Records completion date entries on print orders and records in log.
8. Uses assigned safety equipment.

**OTHER RESPONSIBILITIES:**

1. Adheres to department and school board policies.
2. Drives a school district vehicle.
3. Operates copier equipment.
4. Sorts, picks up and delivers interoffice mail as needed.
5. Maintains organized and clean work space.
6. Performs related work as required. (Note: 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.)

**PHYSICAL REQUIREMENTS:**

1. Position requires medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or 10 pounds of force constantly to move objects.
2. Ability to stand for long periods of time and handle material by lifting, pushing, bending or stretching.

**TERMS OF EMPLOYMENT:**

Work year and salary as established by the Board and SPALC bargaining unit through the collective bargaining process.

**ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.

Adopted: 12-20-74  
Revised: 10-21-80  
Revised: 09-06-88  
Revised: 03-07-89  
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