

**SHEBOYGAN PAPER BOX COMPANY  
JOB DESCRIPTION**

**Job Title:** B1 DIE CUTTER PRESSMAN  
**Department:** Die Cutting Department  
**Reports to:** Die Cutting Department Supervisor  
**FLSA Status:** Nonexempt  
**Prepared By:** Julie A. Schmitz  
**Prepared Date:** 08/31/17  
**Approved By:** Scott Monnot  
**Approved Date:** 08/31/17

**SUMMARY**

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

1. Must have the knowledge to read and interpret Factory Ticket (FT) and Die Chart for specific job information and instructions.
2. Must have knowledge and ability to perform assigned duties including all Easy Press make-ready functions including hand cut make-readies when needed.
3. Must have the ability to:
  - Assemble stripper tooling (Universal and BSI styles)
  - Assemble blanker tooling (Universal and BSI styles)
  - Train how to bend grid material for lower blanker tool
  - Run all of the Die Cutting machines in the department
  - Trouble shoot problems on the die cutting press and communicate with Supervisor and/or die room personnel what needs to be done to solve problem.
  - Perform all required maintenance on Die Cutting equipment
  - Knock Die to proper standards
4. Responsible for proper register/creasing/cutting.
5. Responsible for inspecting each load produced on the die cutter for defective material.
6. Responsible for signing name on each load of material produced while working on Die Cutting Press.
7. Communicate with other production departments.
8. Learn procedures in the manufacture and construction of folding cartons.
9. Follow up and carry out instructions given by Supervisor.

**QUALIFICATIONS**

N/A

**EDUCATION and/or EXPERIENCE**

No general education requirements are needed. High School Diploma or General Education degree would be preferred. Also preferred would be one to three months related experience and/or training.

**LANGUAGE SKILLS**

Ability to read and understand instructions, short correspondence, and memos. Ability to effectively present information to other employees of the department.

**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, and percent which will be included in the training for this position.

**REASONING ABILITY**

Ability to apply commonsense to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

N/A

**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, walk, use hands to handle or feel, and reach with hands and arms. The employee must regularly lift and/or move up to 35 pounds individually. For objects over 35 pounds, team lifting is required. Specific vision abilities required by this job include close vision and distance vision.

Walking requirements include:

Employee must be able to walk up and down stairs a minimum of 40 times to a maximum of 60 times per 8-hour shift and stand/walk/move 7-1/2 hours during an 8-hour shift.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to vibration. The noise level in the work environment is usually loud.

**REMARKS**

The above job description is intended to describe the duties of an employee in general terms and does not necessarily describe all of the responsibilities.