



**Position:** Die Cutter

**Status:** *Non-Exempt*

**Reporting:** Die Cutting Lead Person

**Salary Range:**

**Description:** Operation of die cutting equipment

### **Key Functions**

- Operation and maintenance of die cutting machinery to cut, crease, and score a variety of materials including paper, corrugated paper and chipboard, including the installation of cutting and stripping dies and the use of make ready to insure optimum performance of cutting dies
- Assists Die Cutting Lead Person and senior staff as required to meet goals of the work unit.
- Perform quality checks on dimensions, print registration, material test and flute or caliper

### **Other Functions**

- For New orders interacts with design and diemakers about die layout, verifies all paperwork for new orders is complete, check for correctness of new dies,
- Advises Die Cutting Lead Person of equipment problems and parts/tools needed
- Assist in the feeding of sheets or unloading of product for all die cutting equipment
- Other duties as assigned by the Die Cutting lead Person or Production Supervisor

### **Knowledge and Skills**

- 5 years press experience.
- Basic mathematical and communication skills.
- Knowledge of basic machinery and maintenance techniques.
- Ability to lift 50 pounds
- Ability to read and understand work orders
- Ability to fill out completed work orders
- Ability to work safely by yourself or as part of a team with the knowledge of safety procedures – lockout/tagout