

**VALLEY VIEW PUBLIC SCHOOLS
COMMUNITY UNIT SCHOOL DISTRICT 365-U**

Part-Time Substitute Copy Operator I – Printing Services

JOB SUMMARY: Operates high-volume copy machines that are used in the day-to-day operation of a demanding full-service internal printing operation.

ESSENTIAL FUNCTIONS:

- Independently operates two or more high-volume multifunctional networked copiers, including loading and unloading materials simultaneously on related and unrelated orders
- Sorting, collating, and organizing work products to prepare for distribution
- Utilize packaging equipment to prepare completed jobs for shipping.
- Assisting with duties related to garment printing operations under supervision, as necessary.
- Assist in various bindery operations, including using equipment for cutting, padding, and punching materials during production under supervision, as necessary.
- Use a Digital Storefront website to enter job instructions into production b&w copiers accurately.
- Utilize Adobe Acrobat to manipulate files for printing.
- Monitor and attend to production copiers. This may include clearing jams, loading paper/toner, and packaging finished products.
- Assume such other duties and responsibilities as may be assigned by the Director of Printing Services.
- Under the direction of a supervisor, stage and move materials for production and distribution.

QUALIFICATIONS:

EDUCATION

Minimum high school diploma or equivalent preferred

EXPERIENCE

Successful experience in a production and team setting, such as printing, manufacturing, packaging, or the food & beverage industry desirable.

OTHER SKILLS AND ABILITIES

- Ability to work on a team, but be self-directed, with a focus on client service.
- The ability to complete tasks successfully with little or no supervision
- Excellent communication and computer skills
- Motivated and highly organized in performing job responsibilities
- Willingness to accept varied quantity and quality of job assignments
- The ability to fluctuate working hours depending on shop conditions
- Interpret written instructions regarding individual printing requests

WORK ENVIRONMENT AND PHYSICAL ACTIVITY: Work is performed in the shop environment where moderate noise is consistently present, and unusual temperature fluctuation is relatively nonexistent. Work requires the employee to perform the following critical physical demands of the job in the shop setting, as applicable:

- Ability to regularly talk, see, and hear.
- Ability to stand for long periods during production tasks.
- Ability to pull, push, walk, sit, and use hands for fine manipulation during the normal performance of tasks and responsibilities.
- Ability to occasionally stoop, kneel, crouch, and lift or move up to fifty (50) pounds.
- Be able to flex time as necessary to meet time-sensitive demands.

TERMS OF EMPLOYMENT: The salary is based on market and district comparisons as determined by the Superintendent or his/her designee. This will be a Tuesday through Thursday position. Hours are 4 pm – 8 pm.

APPLICATION PROCEDURE: Applicants should apply online at www.vvsd.org and upload a letter of interest, resume, and three (3) letters of recommendation dated within the past twelve (12) months.

SELECTION PROCEDURE: The deadline for receiving applications is **Open Until Filled**. Interviews with selected applicants will be held as soon as practicable.

EQUAL OPPORTUNITY EMPLOYER