

# Bindery/Machine Operator

## Job Description

Once a publication has been printed, the bindery operator takes over. The operator must be able to work with a variety of machines, first ensuring that they are in good working order. Most work is done by machine, so a bindery operator must be able to work with stamping, stitching, trimming, pressing and binding machines.

Few bindery operators work in smaller publishing houses; however, for those who do, skills such as hand stitching and repair work might be required. They also might produce specialty designs for limited editions and other singular projects.

Bindery operators must have a keen eye for quality control. If a problem occurs during printing, the operator must be able to halt production, repair and reset the equipment, and continue the project in a timely manner. A piece of equipment that is malfunctioning can raise production fees and cause other costly delays. Time management is also vital since many projects might be underway simultaneously.

## Duties

These operators begin by reading work orders and setting up equipment according to project specifications. They work with other crew members to run the project and must be able to communicate effectively to coordinate efforts. Bindery operators also track work through job specific forms.

Machines must be checked before and after each project for possible defects. They must be cleaned prior to being used on new projects. Bindery operators also perform regularly scheduled maintenance checks on all equipment.

Bindery operators spend much of their day standing. They also lift heavy weights, bend, stoop and perform repetitive tasks. The work environment is loud and a bindery operator might be required to wear protective gear.