



Provincial Job Description

TITLE:
(051) Print Shop Worker

PAY BAND:
4

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs print shop duties related to printing/filling/distributing orders and maintaining stock.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Communication skills
- ◆ Interpersonal skills

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Distribution of Stocked Printing Materials

- ◆ Fills and distributes in-stock print supplies.
- ◆ Receives and stores supplies.
- ◆ Packs orders and labels packages for shipping.
- ◆ Assists in re-ordering stock when necessary.

B. Printing Operations

- ◆ Prints ordered materials and binds books.
- ◆ Maintains and cleans all finishing equipment.
- ◆ Reviews printing orders.
- ◆ Collates and laminates materials, packages and ships.
- ◆ Advise clients on the types of printing services available.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: January 10, 2018