

Copy Center Operator

DEPARTMENT:	Community Relations & Development / Copy Center	REPORTS TO:	Copy Center Supervisor
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full-time	FLSA STATUS:	Non-exempt

Position Description

Provide copy and printing services, organize and prioritize printing schedule and prepare completed work for distribution to ensure efficient and effective printing services for the Kirkwood School District. Requires some interaction with employees inside and outside the team or department.

Task Title	Essential Job Functions	Percent of Time Spent
Copy and Print Production	<ul style="list-style-type: none"> Produce high-quality copies by accepting job requests from customers via job ticket or electronic submission. Organize and prioritize daily copying and print schedule to meet deadlines. Perform preventative maintenance on copiers and printers. Operate, monitor, and complete jobs utilizing the appropriate equipment and accessories, including high-speed black and white and color copiers and print drivers. Prepare completed jobs for delivery. Stock paper and other supplies delivered to the Copy Center. Meet with customers and answer phone calls to provide efficient and effective copying and printing services for the students, staff, and community of the Kirkwood School District. 	75%
Designed Print Production	<ul style="list-style-type: none"> Produce high quality color posters, flyers, postcards, letterhead, and envelopes. Utilize various computer software programs to prepare layout for submission to outside printing entities or for in-house printing on various print media. 	10%
Printed Materials Finishing and Other Equipment Operation	<ul style="list-style-type: none"> Operate hydraulic paper cutter, paper folder, drill press, padding station, GBC punch, and plastic coil binding machines. Ensure quality printing equipment is available to produce high-quality and quantity copying jobs for the Kirkwood School District. 	10%
Mail Room	<ul style="list-style-type: none"> Organize mail for delivery. 	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** None
- **Supervisory Activities:** None
- **Budget Signing Authority:** None
- **Decision-making Authority:** Decisions impact individual work/job tasks

Qualifications

Required

- **Education and Related Work Experience:** High school diploma/GED and at least 1 year of related work experience.
- Ability to lift and carry 20 to 50 pounds.

Preferred

- Experience using Adobe software applications.
- Knowledge of bindery and punch equipment

Knowledge & Skills

Knowledge

- **Basic:**
 - Administrative: Administrative and office procedures, functions and basic office tasks.
 - Computers/IT: Electronic equipment, and computer hardware and software, including copiers, printers, bindery equipment, Microsoft Office, and Adobe Suite.
 - Customer and personal service: Principles and processes for providing customer and personal services, including de-escalation skills.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Listening, Coordination, Reading Comprehension, Management of Material Resources, Quality Control Analysis, Operation Monitoring, Social Perceptiveness, Speaking, Time Management, Troubleshooting
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active Learning, Learning Strategies, Critical Thinking, Monitoring, Operation and Control, Repairing, Technology Design, Writing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Equipment Maintenance, Equipment Selection, Instructing, Judgement/Decision-Making, Mathematics, Negotiation, Operations Analysis, Persuasion, Service Orientation, Systems Analysis, Systems Evaluation
- **Rarely (Less than 1 hour or 12% of the day):** Complex Problem Solving, Management of Financial Resources, Installation

Working Conditions

Physical Demands

- **Constantly (More than 5.6 hours or 69% of the day):** Carrying/Lifting, Repetitive Motion, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Color Vision, Sitting, Finger Dexterity, Standing, Walking
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crouching/Kneeling, Multi-limb Coordination, Pulling/Pushing, Reaching
- **Rarely (Less than 1 hour or 12% of the day):** Crawling

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20 to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-02