

# Risch<sup>®</sup>

Menus & More Since 1935

<b>Job Title:</b>	Binder
<b>Area:</b>	Production
<b>Department:</b>	Bindery
<b>Reports To:</b>	Bindery Department Lead
<b>FLSA Status:</b>	Nonexempt, Full-time
<b>Schedule:</b>	Monday through Friday, 7:00am to 3:30pm
<b>Pay Rate:</b>	\$15.00-\$18.50 per hour

## **Position Overview:**

At Risch, Inc., Binders are valued members of a team of skilled artisans dedicated to creating exquisite menu covers and presentation display products. This role plays a critical part in crafting high-quality items, showcasing their creativity and attention to detail. The ideal candidate has exceptional attention to detail, a strong work ethic, and the ability to thrive in a fast-paced manufacturing environment.

## **Essential Duties and Qualifications:**

- Interpret the Bindery Product Cut Book to handcraft products to specific dimensions.
- Apply board to different types of materials and fold the edges of the material to the board.
- Hand fold or crimp edges to turn material around the board.
- Apply corners to cards by hand or using an automated machine.
- Apply tape to cards by hand or using an automated machine.
- Apply cards and other bindery parts to products according to established procedures.
- Cut materials to specific dimensions on the small Titan cutter, such as middles, liners, or corners.
- Ensure the quality and accuracy of all finished product.
- Respond to daily needs of the bindery department and other project-based requests as needed.

## **Education & Relevant Experience:**

- High school diploma or equivalent required.
- 1+ years of experience and/or training in a manufacturing setting
- Ability to read and follow bill of materials and manufacturing instructions for products.
- Strong attention to detail and accuracy.
- Ability to communicate updates to team members effectively.
- Capacity to work independently and alongside a team.

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**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is an indoor manufacturing facility and climate controlled.

While performing the duties of this Job, the employee is regularly required to use hands and fingers to handle or feel and reach with hands and arms and to use foot/feet to depress power platform to activate certain machinery. The employee is frequently required to stand, walk, sit, and talk or hear. The employee must regularly lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**We are an equal opportunity employer and value diversity at our company. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.**