



## **Mounters \* Poly Craft Industries Corp. Middletown, NY**

**Overview:** Poly Craft Industries Corp. is seeking Mounters in Middletown, NY (Orange County). The Mounter is responsible for preparing and mounting printing plates to ensure job accuracy and press efficiency. This role is critical to maintaining high-quality standards and supporting a smooth production flow within the Printing Department.

### **Key Responsibilities**

- Adhere to all safety procedures and policies specific to the Printing Department
- Maintain awareness of potential hazards and report unsafe conditions immediately
- Mount printing plates with precision according to job specifications
- Apply designated plates to print sleeves following proper alignment and technique
- Repeat the mounting process per work order to prepare press runs efficiently
- Maintain awareness of the press schedule and ensure timely plate preparation
- Work closely with press operators to meet daily production goals
- Keep tools and materials organized for easy access and clean transitions between jobs
- Inspect plates and final printed products to ensure accuracy, cleanliness, and alignment
- Confirm that plate artwork matches order specifications and is free of damage
- Correctly identify and resolve issues before production begins
- Follow all SOPs and instructions laid out by the Printing Manager
- Assist in educating other team members on updated mounting procedures and best practices
- Handle plates with care to ensure longevity and minimize replacement needs
- Support printing department operations and cross-functional tasks as needed
- Perform other job-related duties to support production flow
- Perform other tasks as assigned to support operations
- Abide by company policy regarding Good Manufacturing Practices and execute applicable job-specific and company-wide SQF documentation and practices

### **Requirements:**

High School Diploma/GED

2 years' experience

Reference Check

Familiarity with printing plate materials and plate storage practices

Ability to use a ruler and perform basic math calculations accurately

Strong attention to detail and ability to follow instructions

Ability to stand for up to 10 hours and lift up to 60 lbs.

Comfort working in a fast-paced production environment

Standing, bending, and repetitive movement throughout the shift

Manual handling of printing plates, sleeves, and materials

Ability to lift and move objects up to 60 lbs. safely

**Skills needed to perform the job:**

Plate mounting and alignment

Flexographic printing knowledge

Quality inspection and attention to detail

Safety, SOP, GMP, and SQF compliance

**Shift, Salary, and Benefits:** These are full-time positions, Monday - Friday, 3 positions open (1) 6 AM - 6 PM and (2) 6 PM - 6 AM, \$18.00 - \$20.00 hourly. Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement, and Clothing Allowance.

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