



Seasonal Job Opportunity

Working with Christian publishers, Bethany Press provides solutions for book production, printing, binding, and warehousing. We produce millions of life-changing books and we are looking for self-managed, self-motivated, creators who want to be a part of this accelerating business.

Position title: Bindery Helper
Hours: 6:00am – 6:00pm (Two-Three days a week, OT as needed)
Status: Summer Seasonal, Part-time, Hourly
Hourly rate: \$12.00 an hour, OT begins at 40 hours

Position Responsibilities:

Assist the Bindery team to operate at maximized production quality and efficiency by:

- Be accountable to quality standards and departmental/company policies
- Communicate with excellence to co-workers, management and other departments on matters which could impact quality, cost, safety or employee morale.
- Engage in bindery operations by boxing books, collating and palletizing boxes, and assisting bindery operators with various assigned tasks

Ensure commitments to customers are met by:

- Working 12-40 hours per week and OT as needed.
- Willingly works in other departments as assigned.
- Exhibit flexibility in multiple projects and changing priorities.

Demonstrate Operational Excellence by:

- Be self-managed, requiring little to no supervision to do the daily activities of your job.
- Be self-motivated in innovating and improving the operation and performance of your role.
- Exhibit flexibility while handling multiple projects and changing priorities.
- Effectively communicate with co-workers.

Ensure department delivers with excellence by:

- Communicate and deliver service that elicits a “WOW” response from your customers.
- Ensure a clean, healthy, and safe work environment.
- Process all paperwork and forms according to department policy guidelines.
- Initiate and engage in housekeeping chores during downtime.
- Be an excellent steward of company resources, including labor time and finances.
- Perform various other duties as assigned.

Position Requirements:

Alignment with the vision and values of Bethany Press.

A desire to serve and extend God’s Kingdom in the world.

Ability to repeatedly lift and carry up to 50 lbs.

Ability to stand for entire production shift plus crouch, crawl, pull, reach & endure repetitive motions.

Ability to pass pre-employment drug testing & physical

Apply online at <http://www.bethanypress.com/careers/apply/> to be considered for seasonal employment