



## Packaging Crew

Citizen Vinyl is a celebration of craftsmanship, quality and art across its constituent parts: Music. Community. Food. Design. Manufacturing. History.

Each member of our team offers their own passion and expertise to Citizen Vinyl. We share an understanding that together, we have a very exciting and unique opportunity to create something enduring, inspiring, impactful and meaningful. In doing so, our team aims to be good citizens, and to inspire others to do the same.

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### ABOUT THE POSITION

The Packaging Crew member works independently or in conjunction with teams in the record packaging department. Performs a variety of product assembly operations and quality checks. Follows standard operating procedures in the production / assembly process according to established guidelines and company quality standards. The Packaging Crew member must be able to follow written/verbal instructions and work in a production environment. He/she/they must be able to stand/sit for extended periods of time and lift up to 30 lbs.

- Position Title: Packaging Crew
- Position Type: Part Time or Full Time/ non-exempt (hourly)
- Location: Asheville, NC
- Compensation range: entry level
- Reports to: Packaging Supervisor
- Travel: none required
- Supervisory Responsibility: none

### DUTIES AND RESPONSIBILITIES:

- Visual inspection of records for cosmetic flaws and manufacturing defects
- Works safely and ensures best quality products within shift times
- Use of cleaning cloths, hand reamer, compressed air
- Sleeving, jacketing, shrink wrapping, stickering, and other assembly tasks
- Moving materials from one location to another
- Ability to keep an efficient pace while maintaining quality standards

- Fully engages with team and other associates to troubleshoot problems and drive continuous improvement
- Final packing (boxing) of records
- Performs other duties, provides support and coverage on all operations as requested by supervisor

**REQUIRED EDUCATION AND EXPERIENCE:**

- High School Graduate or equivalent
- Prior assembly/manufacturing experience preferred

**SKILLS AND QUALIFICATIONS:**

- Strong attention to detail (inspections, documentation, etc..)
- Good verbal and written communication skills
- Must be an open minded, team player who is flexible in daily duties
- Familiarity with record production processes
- Ability to lift 30 lbs.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, reach with hands and arms, and talk or hear. The employee frequently is required to stand, walk and sit. The employee must regularly lift and/or move objects up to 10 pounds, frequently lift and/or move objects up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**\*\*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.\*\***