



Press Operator

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.

ABOUT THE POSITION

The Press Operator works independently and under supervision to manufacture vinyl records from raw materials. Performs a wide variety of machine functions and adjustments to maintain quality output. Follows standard operating procedures in the production / vinyl pressing process according to standardized guidelines and company quality standards. The Press Operator must be able to follow written/verbal instructions and work in a production environment. He/she/they must be able to stand for extended periods of time and regularly lift up to 55 lbs.

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

DUTIES AND RESPONSIBILITIES:

- Ensures proper parameters are programmed for machine operation
- Records and adjusts machine temperatures to maintain product consistency and appearance within specifications
- Follows established procedures for job changes and material handling
- Understands and carries out start-up and close-down procedures of vinyl press infrastructure

- Provides careful handling of stamper parts and press molds
- Constantly monitors the appearance of the product and takes the necessary corrective actions to maintain it within specifications
- Maintains product weight within specifications
- Properly fills out all records and reports, in accordance with applicable work instructions
- Reports issues, machine failures, and parts usage to supervisor in a timely manner
- Must work extended shifts including weekends and some holidays
- Cross training and flexibility required
- Other duties, as assigned by supervisor

REQUIRED EDUCATION AND EXPERIENCE:

- High School Graduate or equivalent
- Prior 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 55 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 and walk. The employee must frequently lift and/or move objects up to 55 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.****