



**VINYL RECORD PRESSING IS AN INDEPENDENTLY OWNED AND OPERATED MANUFACTURING COMPANY BASED OUT OF JACKSONVILLE, FLORIDA EXCITED TO EXPAND OUR TEAM TO MEET THE INCREASINGLY HIGH DEMAND OF VINYL RECORD PRODUCTION IN THE MUSIC INDUSTRY.**

## **Job Description**

### **Record Press Operator and Associated Machines Maestro**

Responsible for operating several vinyl presses and their affiliated machines (Boiler, Hydraulic Pump, Water Cooling System). You are the right person for this job if you have a positive attitude, initiative, and are incredibly attentive to details and meeting high standards. Must be a self-starter who is able to work independently and can multi-task with high efficiency to meet extreme deadlines in a fast-paced manufacturing environment.

### **Job Duties**

- Proper start up and shut down of all machines
- Monitoring machines to ensure proper operations
- Completing necessary press operator forms daily
- Read work orders or production schedules to determine specifications
- Communicate clearly and effectively with Inspectors, QC, and the shift supervisor
- Maintain machines by performing routine general maintenance daily
- Notify supervisor of any defective parts or inoperable components of the press and machines
- Clean and sweep vinyl on the floor that accumulates by the press machines constantly
- All other duties as requested by supervisor

### **Requirements**

- Must be attentive to details
- Must be able to multi-task
- Must be able to lift 30-50 pounds
- Must be competent in basic tools and repair work
- Must be self-starter, independent and work at a high-efficiency level
- Must be a team-player
- Must be adhere to safety dress code: pants, boots, gloves, etc.

### **Preferred Experience**

Manufacturing Processes, Hydraulic Press Experience, Boiler & Cooling Systems Experience, Fork Lift Operation, Basic Computer Experience, Working with and following Cloud Based Project Management Programs, Smartphone Use for Shift Scheduling and Internal Company Communication

Please email [info@vinylrp.com](mailto:info@vinylrp.com) with your resume and 2 job references attached.  
Subject Line: Record Press Operator JOB RESUME