



In 1991, two college grads were hard on their luck and trying to find a job. A business venture gone bad left them with close to 1000 t-shirts and a huge credit card bill to boot. In an attempt to alleviate their cramped apartment of the surplus t-shirts and pay bills, they started selling shirts to the Greeks at Western Kentucky University. One thing led to another and this happy accident eventually became the real deal! With a world-wide customer base as our foundation, BlueCotton has grown into a thriving, robust company specializing in custom t-shirts and adding more members to our family each year. We are proud to say that BlueCotton has been recognized on the Inc. 5000 list of fastest growing companies for the last four consecutive years and we are excited about what the future has to offer including you!

## **Production Associate Job Description**

### **KEY DUTIES AND RESPONSIBILITIES**

- Performs assignments in accordance with established safety policies and procedures.
- Adheres to the Quality Policy, including all items assigned to this position as outlined in our policies, procedures, and work instructions.
- Complies with the work rules and standards set forth.
- Displays appropriate work ethics in the workplace and group settings which provides a positive influence on all Bluecotton associates.
- Refers to work order or procedural instructions appropriate for each job, function or assignment before commencing work.
- Performs any specified quality assurance checks designated for each job, function or assignment.
- Maintains good housekeeping and clean work areas in assigned work sites.
- Assures that all work assigned to position is performed in accordance with specifications, instructions and requirements.
- Demonstrates ability to meet production standards on specific assignments within a reasonable time.

### **ABILITIES REQUIRED**

- **Experience, Competencies and Education**  
Must possess an education or experience level that permits the employee to effectively communicate and perform duties, assignments and responsibilities of the job.
- **Language Skills**  
Ability to read, analyze and interpret most documents relating to the job, function or assignment.
- **Mathematical Skills**  
Ability to perform basic mathematical skills
- **Reasoning Ability**  
Ability to make decisions when identifying in-process problems. Ability to deal with a variety of job assignments.