

## Job Description

<b>Job Title:</b>	Laboratory Technician II		
<b>Reports To:</b>	Laboratory Manager or Culture Collection Manager		
<b>Revision #:</b>	2	<b>Date Issued:</b>	24Sep20
<b>Position Type:</b>	Full Time <small>(overtime may be required)</small>	<b>Pay Range:</b>	
<b>Status:</b>	Non-Exempt	<b>Benefits:</b>	Yes
<b>Required Pre-Employment Checks:</b>	Background Check; Drug Screen		
<b>Career Path:</b>	Technologist> Microbiologist> Culture Collection Mgr. or QA Manager; Sr. Research Microbiologist or Lab Mgr.		

### Job Purpose:

- A Mid-Level Position that Supports the Lab Through the Completion of Standard Laboratory Job Duties

### Duties and Responsibilities:

- Assist in all general laboratory activities including, but not limited to:
  - Logging in client samples, checking Analytical Request Forms and Sample Traceability Forms and delivery of materials to the laboratory
  - Media and reagent preparation
  - Cleaning and sanitation of labware, equipment, lab areas, etc.
  - Sample and waste disposal
  - Processing and plating of environmental samples (sponges and swabs) and product samples on Petrifilm media and pour plate methodology
  - Preparation and processing samples and media
  - Conducting water activity ( $a_w$ ) & pH analyses
  - Under supervision, performance of routine, preventative maintenance on equipment
  - Understanding and operation of PCR (BAX) equipment
  - Monitoring, verification, and calibration activities
  - Equipment temperature checks
  - Balance checks
  - Environmental & water sampling
  - Completion of daily and weekly checklists as assigned by Laboratory Manager, Culture Collection Manager, or Supervisor on duty
  - Inventory of laboratory media and consumables
- Under the supervision of the Laboratory Manager, Culture Collection Manager, or Supervisor on duty, other analyses according to the appropriate Standard Operating Procedures, Test Methods, and Work Instructions
- Under the supervision of the Laboratory Manager, Culture Collection Manager, or Supervisor on duty, generation of Lab Reports and creation or update of basic Test Methods or Work Instructions
- Accurate completion of technical records

- Reporting of non-conformances to the Laboratory Manager, Culture Collection Manager, or Supervisor on Duty and under assistance, assisting in Correction or CAPA investigations and the completion of corrections or corrective actions
- Following all activities and procedures as established in the ISO 17025 standard, Good Laboratory Practices program and Log10 Quality Management System.
- Under supervision, assisting in activities related to probiotic production, fermentation, and research projects
- Other Duties as Required

## **Qualifications:**

### **Minimum Qualifications:**

- Education
  - AA degree or equivalent
  - Bachelor's degree, preferred
- Specialized Knowledge
  - Intermediate Computer Skills
  - Proficient in Microsoft Word and Excel
- Skills
  - Ability to Follow Written and Verbal Direction and Maintain a Laboratory Notebook
  - Good Written & Verbal Communication Skills
- Other Characteristics
  - Attention to Detail
  - Able to Work Independently
  - Able to Make Sound Decisions
  - Positive Attitude and Ability to Work as Part of a Team
- Professional Certification(s)
  - N/A
- Experience
  - At least 2 years' experience in Food Science, Food Microbiology, Laboratory, Biology, Chemistry, Food Safety, Quality Assurance or Quality Control with laboratory functions

### **Working Conditions:**

- Temperature Controlled Laboratory Environment

### **Physical Requirements:**

- Ability to Stand for Extended Periods of Time
- Ability to Lift 25lbs

### **Department and Absence Provisions:**

- Laboratory (may assist in production areas as needed)
- Absence Provisions:
  - 1<sup>0</sup> – Laboratory Technologist
  - 2<sup>0</sup> – Laboratory Technician I

**Direct Reports:**

- N/A

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<b>Approved By:</b>	<i>Siddh Bhatia</i>	<b>Date:</b>	21Aug17
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