

Job Description

Job Title:	Laboratory Technologist		
Reports To:	Laboratory Manager or Culture Collection Manager		
Revision #:	3	Date Issued:	02Oct20
Position Type:	Full Time (overtime required)	Pay Range:	
Status:	Non-Exempt	Benefits:	Yes
Required Pre-Employment Checks:	Background Check; Drug Screen		
Career Path:	Microbiologist>Culture Collection Mgr., Sr. Research Microbiologist or Lab Mgr.		

Job Purpose:

- A Lead Position that Supports the Laboratory Through the Completion of Standard and Advanced Laboratory Job Duties and Participates in or Leads the Development & Execution of Research Projects

Duties and Responsibilities:

- Conduct, lead, and train Lab Technicians on laboratory activities including, but not limited to:
 - Log in of 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
 - Qualitative and quantitative laboratory analyses
 - Media and reagent preparation
 - Food chemistry analyses (i.e. % moisture, pH, a_w , etc.)
 - Routine, preventive and emergency maintenance on equipment
 - Understanding and operation of PCR (BAX) equipment and under supervision, interpretation of results
 - Performing quantitative & qualitative quality controls
- Monitoring, verification, calibration and recording activities:
 - Equipment temperature checks
 - Balance checks
 - Environmental & water sampling
 - Daily and weekly checks as assigned by Laboratory Manager, Culture Collection Manager or Supervisor on duty
 - Inventory of laboratory media and consumables
- Generation and review of analytical results and reports
- Completion of other analyses according to the appropriate Standard Operating Procedures, Test Methods, Work Instructions, etc.
- Create Standard Operating Procedures, Test Methods, Work Instructions, and other required documentation

- Assist in or lead research projects
- Report non-conformances to the Laboratory Manager or Supervisor on Duty
- Participate in activities related to preventive actions, corrections or corrective actions
- Follow all activities and procedures under the ISO 17025 standard, Good Laboratory Practices program and Log10 Quality Management System
- Participate in or lead activities related to manufacturing, fermentation, and research projects
- Supervision of Lab Technicians I & II when the Laboratory Manager, Culture Collection Manager or Supervisor in Charge is not present
- Act as a member of the Crisis Management Team
- Other Duties as Required

Qualifications:

Minimum Qualifications:

- Education
 - Bachelor's Degree in Food Science, Microbiology, Food Safety or Quality Assurance or a Science Degree that Included Laboratory Curriculum (i.e. Chemistry, Biology, etc.)
- Specialized Knowledge
 - Advanced Computer Skills
 - Proficient in Microsoft Word and Excel
- Skills
 - Ability to Follow Written and Verbal Direction and Maintain a Laboratory Notebook
 - Excellent Written and Verbal Communication Skills
 - Ability to Lead a Team of People
- 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)
 - HACCP or PCQI certification, a plus
- Experience
 - At least 3 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 & Absence Provisions:

- Laboratory
- Absence Provisions:
 - 1⁰ – Microbiologist/ Sr. Laboratory Technologist; Laboratory Technician II

- 2⁰ – Laboratory Technician I

Direct Reports:

- N/A

Created By:	Michele L. Shewmaker	Date:	17Aug17
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