



JOB DESCRIPTION

Lab Bench Person

Summary

This position supports the Technical Services department in the laboratory, quality assurance activities and supports the research and development department projects.

Principal Working Relationships

- Supervisor: Manager of Laboratory Services
- Others: Director of Technical Services, Factory Chemist/Wastewater Supervisor, Operations Development Manager, Quality Assurance Manager, Quality Assurance Technician, Lab Bench Persons

Essential Job Duties

- The Lab Bench Person is expected to perform routine lab activities such as collecting samples and performing routine testing on them
- Reporting accurate data and transcribing into data analysis software to report results
- Able to trouble shoot problems if errors or questions arise on the analysis
- Able to effectively communicate well and work with others
- Self-motivated and hard working
- Be able to adapt to changing work conditions and change routines on short notice
- Good attendance
- Once trained pass the proficiency training test as evaluated by the Manager of Laboratory Services
- Other duties as required by the business
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- High school education or equivalent desired with an interest in science
- Ability to read, write and follow written or verbal instructions
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels
- Be proficient in using computer software programs such as word and excel

Physical Demands and Expectations

- Capable of lifting up to 20 pounds on a frequent basis and Up to 80 pounds on an occasional basis
- Work in hot/cold environments (-20 deg. F to 100 deg. F) throughout an 8-hour day
- Able to climb ladders and stairs
- Able to stand or walk on concrete floors for an entire eight-hour shift if necessary
- Able to work rotating shifts up to 12 hours a day
- Able to work in dusty conditions
- Able to work in loud environments

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date