



Position Title: Equipment Preparation Technician

Summary: Under the direction of the Training Program Manager, the Equipment Preparation Technician is responsible for the safe and accurate sterilization of laboratory tools and biological waste. This position is also responsible for supplying the laboratory and its departments with sterile utensils. There are no supervisory responsibilities for this position.

Ensure that we meet/exceed customer expectations for timely delivery of quality product utilizing good general business practices that are in full compliance with any state or federal requirements.

Primary Duties:

1. Preparation of necessary laboratory consumable materials (media, sterile) by running the autoclaves, dishwashers, hand washing spoons, scissors, tubes, etc...
2. Department related inventory management and delivery of lab supplies to departments.
3. Maintaining cleanliness of department.
4. Manage disposal of laboratory biological garbage.
5. Support and actively participate in all safety initiatives related to site function.
6. Effectively support and follow all aspects of the Quality Management System.
7. Responsible for modeling and acting in accordance with Cherney values.
8. Responsible for Continuous Improvement in all aspects of production.
9. May be required to work various evening, weekend and holiday hours as needed to ensure proper completion of duties.
10. May be asked to participate in the weekend rotation. Primary responsibilities are in Housekeeping but will include working in other departments on a daily basis.
11. Infrequent travel may be required including overnight trips by car or airplane for customer or vendor visits.
12. Backup for janitorial duties for the site.
13. All other duties as assigned.

Reports to: Training Program & Facilities Manager

Qualifications:

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Requires a high school diploma or equivalent.
2. Excellent verbal and written communication skills, attentive and timely in responses.
3. Good follow up and ability to juggle multiple tasks simultaneously without getting flustered.
4. Collaborative and cooperative work style internally and externally with a "can do" attitude.
5. Excellent problem solver who sees solutions instead of obstacles.
6. Familiarity with MS Office software and strong computer skills, detail oriented.
7. Valid driver's license (*if needed for position*).
8. Excellent attendance record.

Physical Requirements:

1. Able to walk regularly around the production floor and office areas, including climbing steps and also occasionally climbing on a ladder.
2. Able to lift up to 35 pounds unassisted.
3. Able to bend, squat, sit and stand.
4. Able to sit in office chair working on written assignments and operate a computer.
5. Regularly works near moving mechanical parts, near fumes or airborne particles, hot liquids and with caustic or toxic chemicals.

6. Special vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Employee Acknowledgement

The qualifications and physical requirements characteristics described above are representative of those an employee encounters while performing the primary duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position.

(Employee Signature)

(Printed Name)

Date: _____