



Position Title: Sample Prep Technician I & II

Summary: Under the direction of the Sample Prep Lead & Lab Leader, the Sample Prep Technician I & II is responsible for the safe and accurate preparation of customer samples for microbiological analysis. 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. Accurate and sterile entry and preparation of customer samples using required procedures/methods.
2. Accurate preparation and compilation of laboratory documentation.
3. Department related inventory management.
4. Maintaining cleanliness of department.
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. Required to work evening, weekend and holiday hours as needed to ensure proper completion of duties.
10. Infrequent travel may be required including overnight trips by car or airplane for customer or vendor visits.
11. All other duties as assigned.

Reports to: Lab Leader & Sample Prep Lead

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. This position requires a high school diploma or equivalent. One to three years of laboratory experience and a Bachelor's Degree in a related field are preferred.
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.
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 50 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. Occasionally works near fumes or airborne particles, and near caustic or toxic chemicals.
6. Special vision requirements of 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: _____