

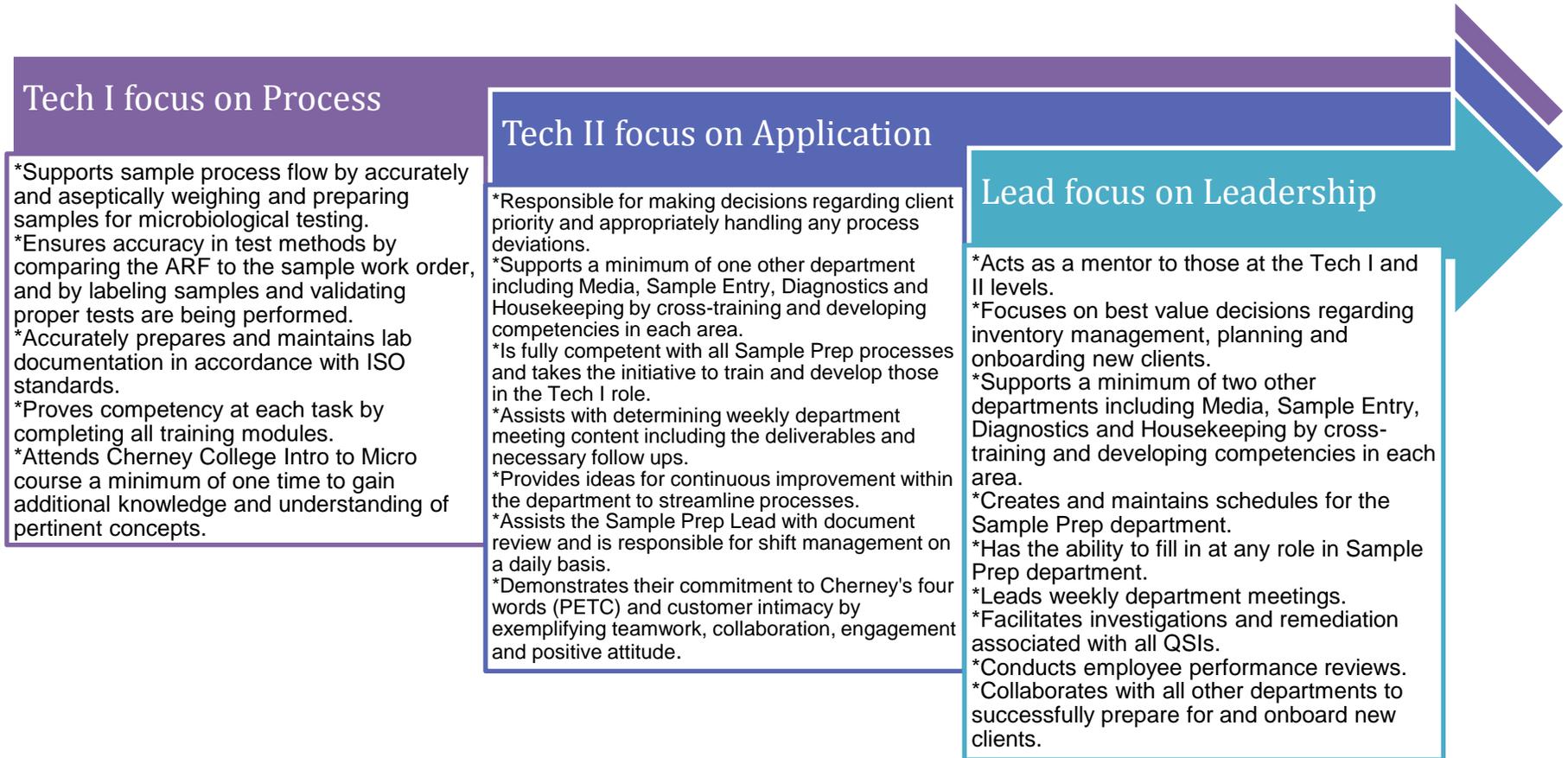


## Position Title: Sample Prep Technician (Includes I, II and Lead Levels)

**Roles, Responsibilities and Summary:** Utilizing Cherney's established client hierarchy, the Sample Prep Technician accurately and efficiently prepares samples for microbiological analysis. Proper execution of this role allows Cherney to provide timely and high quality results to our clients. The Sample Prep Technician prepares the samples to support the result interpretation stage of the subsequent workflow.

**Reports to:** Laboratory Manager

**Primary Universal Duties:** The diagram below outlines the processes and all other duties required at each level progression of the Sample Prep Technician position.





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Competencies:	As it Relates to the Individual (Me)	As it Relates to the Team (We)
<b>Attention to Detail</b>	Accomplishes tasks by considering all areas involved; shows concern for all aspects of the job; accurately checks processes and tasks.	Instills a mindset of accurately checking processes and tasks by considering all areas involved; emphasizing the relationship of both people and tasks as it relates to all aspects of the job.
<b>Time Management</b>	Effectively manages time and resources to ensure that work is completed efficiently.	Assists others to effectively prioritize and manage their time and resources to ensure that work is completed efficiently.
<b>Problem Solving</b>	Identifies and understands issues, problems, and opportunities; compares data from different sources to draw conclusions; chooses a course of action or develops appropriate solutions based on available facts, constraints, and probable consequences.	Leverages the team to identify and understand issues, problems, and opportunities; challenges others to compare data from different sources to draw conclusions and determine an effective and appropriate solution.
<b>Communication</b>	Clearly conveying information and ideas through a variety of media to others in a manner that engages and helps them understand the message.	Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages and helps them understand and retain the message.
<b>Collaboration</b>	Participates collectively in relationships that accomplish work goals.	Developing and using collective relationships to accomplish work goals.
<b>Adaptability</b>	Maintaining effectiveness when experiencing major changes in work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.	Ensures engagement and alignment during major changes in work tasks or the work environment; assists others in adjusting effectively to work within new work structures, processes, requirements, or cultures.

**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.
2. Verbal and written communication skills that clearly convey facts, information, or resolve disputes.
3. Juggles multiple tasks simultaneously while maintaining a professional demeanor.
4. Collaborative and cooperative work style internally and externally that aligns with passion, empowerment, teamwork and compassion (PETC).
5. The ability to think through training steps and to train others.
6. Recognizes steps that may contribute to problems and works with others to find and implement solutions.
7. Familiarity with MS Office software and strong computer skills.

**Employee Acknowledgement**

The qualifications 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.

\_\_\_\_\_  
(Assigned level)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Printed Name)

Date: \_\_\_\_\_