

VIE-DEL COMPANY

Job Description

Addendum A

JOB TITLE: LAB TECHNICIAN
DEPARTMENT: LABORATORY
REPORTS TO: LABORATORY MANAGER/Q.C. LAB SUPERVISOR
WORK HOURS: NON -EXEMPT
DATE: 06/12/2019

SUMMARY: The Temporary Lab Technician under **close** supervision from the Lab Manager and Quality Control Supervisor will perform laboratory tests for such purposes as quality control, process control, and/or product development. Conduct and analyze tests as prescribed by company procedures and, when applicable, ensure compliance with government regulations. **This is an entry-level position.**

DUTIES:

1. Learn theory and application of analytical test methods, standard operating procedures, and equipment operation through on-going training program.
2. Set up, adjust and operate laboratory instruments required for routine lab analyses, utilizing a variety of techniques and equipment, such as titrimetric and colorimetric methods, pH meter, balance scales, spectrophotometer, gas chromatograph, evaporator, evaporator, distillation apparatus, refractometer, turbidimeter, flame, photometer, HPLC, hydrometers, and other equipment.
3. Test samples of in-process and manufactured products to verify conformity to specifications
4. Record test results on standardized forms and write test reports describing procedures used. Prepare graphs and charts.
5. Clean and sterilize laboratory equipment
6. Calibrate laboratory instruments
7. Prepare chemical solutions according to standard formulas
8. Conform to Good Laboratory Practices, Lab Sanitation, and Lab Safety procedures
9. Confer with Lab Manager and QC Lab Supervisor to resolve problems

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual must be able to work all shifts and/or weekends as needed. Computer skills are required in Microsoft Word and Microsoft Excel. Position is full time, requiring excellent attendance and punctuality.

1. *Education and/or Experience*

Bachelor's degree in Enology, Food Science, Chemistry, Microbiology or related field preferred; **or** minimum of two years experience in wine or food lab **and** two (2) years related college work.

2. *Language Skills*

Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from laboratory staff, groups of managers, clients, and customers.

3. *Mathematical Skills*

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

4. *Reasoning Ability*

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

5. *Other Requirements*

Intermediate or higher level of experience with word processing and spreadsheet applications. Intermediate or higher level of experience with Internet search engines. Typing speed of 40 words per minute or more and ten-key by touch. Other duties may be assigned.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk and hear. Specific vision abilities required by this job include close vision

NOTE: Some week-end work may be required. Regular Attendance is an essential duty. Other duties may be assigned.

The company reserves the right, at any time, with or without notice, to modify or change this job description, reassign or transfer the employee to another position, or assign additional job responsibilities.