



NORTHEAST LABORATORY SERVICES

Job Description

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| Job Title: | MEDIA PRODUCTION TECHNICIAN |
| Department: | Media Production |
| Reports to: | Production Manager |
| Schedule: | Monday – Friday (or to be determined by Manager) & overtime as needed |
| FLSA Status: | Non-exempt |

Summary of Duties & Responsibilities:

Performs all tasks involved in the production and dispensing of NEL's microbiological media. Follows standard work methods as specified by NEL's Standard Operating Procedures (SOP's) and practices safe work habits in accordance with established safety guidelines to ensure production is as efficient and safe as possible.

Essential Duties & Responsibilities:

- Performs work as assigned by department manager.
- Attaches appropriate labels and tags to products and packages.
- Packs finished goods into correct packages and boxes.
- Able to lift 30 pounds to chest height.
- Able to hand-torque and cap bottle and tubed media and to grip plates (petri dishes).
- Able to weigh-up various powders accurately by using math and visual skills.
- Able to withstand foul odors and the sight of blood.
- Notifies supervisor of any mechanical or material issues or potential hazards.
- Tracks production on schedule boards.
- Maintains accurate records of manufacturing procedure.
- Maintains a clean and safe work area.
- Performs daily maintenance and cleaning of sterilizing and dispensing equipment.
- Performs other related duties and assignments as required.

All production workers are expected to be available to work in all areas of production (tubes, bottles, vials, plates, and specialty).

Physical Demands:

- Able to tolerate temperatures of a Class 100 Clean Room (including 55-65°F for extended period & temperatures of 32-42°F for brief periods) and seasonal changes in other areas of the facility.
- Able to tolerate humidity levels of approximately 45%.
- Able to sit or stand with head bent down for extended periods of time.
- Must not be claustrophobic. Must be able to work in confined space for duration of three (3) hours at a time with team members.
- Frequent repetitive hand/arm reach and bending motions.
- No known allergies to penicillin and/or latex or susceptibility to contact dermatitis.

Equipment & Machinery Used:

AS-20 Sterilizers, APCO Pressure Cooker, MasterClave, Autoclave, CAP Master (Torque), Swanmatic (Torque), APS One Plate Filler, M&O Plate Filler, XY 500 Tube Filler, Various Tube and Bottle Fillers, Watson-Marlow Pumps, PM05 Pump, Minarik (Vials), Hull Machine

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Minimum Qualifications:

Education: High School Diploma or GED equivalent

Experience: None

Other: Required to perform basic math.

Able to follow written and oral instructions and have legible handwriting.

Must possess good organizational and communication skills and work in a team atmosphere.

Must maintain hygiene standards for clean room work.

Must pass pre-employment physical to include vision, grip strength testing and lift 30 lbs. to chest height.

Background Check will be completed