



# NORTHEAST LABORATORY SERVICES

## Job Description

<b>Job Title:</b>	<b>MEDIA QA/QC TECHNICIAN</b>
Department:	Media
Reports to:	QA/QC Manager
Schedule:	Sunday-Thursday (7:30am-4:30pm Mon-Thurs & 6 hours Sunday) or to be determined by QA/QC Manager
FLSA Status:	Non-exempt

### **Summary of Duties & Responsibilities:**

Responsible for quality control testing of all manufactured products and assisting the QA/QC Officer with various tasks to ensure Quality Control Lab operations are in full compliance. May be required to assist with identifying, analyzing and suggesting corrective actions to optimize laboratory operations, technology and regulatory compliance.

### **Essential Duties & Responsibilities:**

- Performs testing of media plates and finished goods, in accordance with established FDA regulations and cGMP guidelines.
- Performs quality control testing of manufactured products per SOP.
- Performs preventative maintenance & calibration of QC equipment as required.
- Performs daily check & records temperatures in Walk-in, QC incubators & refrigerators.
- Performs additional testing as needed for customer complaints & CAPA issues.
- Performs additional testing as needed for product process evaluation.
- Performs environmental monitoring to include collecting & reviewing environmental samples.
- Performs weekly transfer stable of stock organisms to fresh plates, transfers fastidious organisms three (3) times/week.
- Records & maintains all data pertaining to quality control testing & product manufacture.
- Reviews all product documentation.
- Examines Biological indicators daily & records results weekly in computer.
- Compiles monthly trend analysis data.
- Maintains on-going shelf life study program.
- Maintains retention samples.
- Responsible for daily filing as needed.
- Participates in audits as necessary.
- Makes recommendations for improved productivity & quality.
- Performs additional duties as required.
- Performs all duties in accordance with established safety guidelines.

### **Physical Demands:**

Must be able to lift 30 lbs. to chest height.

### **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

### **Minimum Qualifications:**

Education: Associates Degree in Microbiology or Applied Science.

Experience: One (1) year experience in a Microbiology, Clinical or Quality Control Laboratory. Experience with lab safety and pathogen testing preferred; experience with coliform counts, total aerobic plate counts and several methods for enumeration yeasts and molds is desirable.

Alternate: High School Diploma or GED and two (2) years' experience working in a Microbiology, Clinical or Quality Control Laboratory with similar duties and responsibilities.

Other: Must be proficient at computer skills, including the use of Microsoft Office Suite and have the ability to document work with accuracy.

Must be detail oriented and possess good statistical, communication, organizational and multi-tasking skills. Must have good laboratory technique and knowledge of USP, BAM and AOAC methods are desirable.