

Guayaki Sustainable Rainforest Products, Inc.

JOB DESCRIPTION

JOB TITLE: Laboratory Technician **DEPARTMENT:** Quality Control

REPORTS TO: VP of Operations **CLASSIFICATION:** Non-exempt

SUMMARY: Perform analytical and sensory tests on ingredients and finished products. Evaluate test results by comparing with provided specifications to maintain the quality of products.

DUTIES AND RESPONSIBILITIES:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Perform routine analytical testing (pH, Brix, sensory tasting...) on ingredients and finished products, record results and interpret data according to specifications.
- Receive and log samples from production and/or warehouses.
- Coordinate shipping of samples to 3rd party Laboratory, record and interpret results.
- Report deviations from specifications to appropriate department.
- Recommends modifications of existing quality or production standards to achieve optimum quality.
- Maintain SOP for testing procedures. Recommend modifications to immediate supervisor.
- Organize, maintain, track and store samples such as finished product, ingredients, R&D and Shelf-Life.
- Maintain Laboratory equipment and manage Lab supplies inventory
- Performs other duties as assigned by manager.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Collects and researches data; verifies results using spec sheets
- Continuous Learning - Seeks feedback to improve performance; pursues training and development opportunities.
- Organization and priority management- Manage priorities and tasks in an orderly manner
- Problem Solving - Identifies and resolves problems in a timely manner; works well in group problem solving situations.
- Autonomy - Completes projects with minimal oversight.
- Teamwork - Contributes to building a positive team spirit.

QUALIFICATIONS:

- Associate's degree or equivalent from two-year college or technical school with a focus in Science (Chemistry, Biochemistry or Biology) preferred but not necessary; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Ability to read and interpret documents in English; such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Basic computer skills especially with Microsoft Word, Excel, Outlook.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to do the following:

- Coordinate multiple tasks simultaneously.
- Stand for long periods of time.
- Required to sit and walk regularly.
- Frequently required to taste and smell sample products.
- Able to use hands to finger, handle, or feel; reach with hands and arms.
- Regularly lift and/or move up to 50 pounds.
- Collect, interpret, and/or analyze complex data and information

WORK ENVIRONMENT:

- Works in a lab, office, and warehouse environments

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual	Interpersonal	Leadership	Organization	Self-Management
<input checked="" type="checkbox"/> Analytical <input type="checkbox"/> Design <input checked="" type="checkbox"/> Technical Skills <input type="checkbox"/> Problem Solving <input type="checkbox"/> Project Management	<input type="checkbox"/> Customer Service <input type="checkbox"/> Interpersonal <input checked="" type="checkbox"/> Written Communication <input checked="" type="checkbox"/> Team Work <input checked="" type="checkbox"/> Oral Communication <input type="checkbox"/> Diplomacy <input type="checkbox"/> Negotiation	<input type="checkbox"/> Change Management <input checked="" type="checkbox"/> Quality Management <input type="checkbox"/> Delegation <input type="checkbox"/> Visionary Leadership <input type="checkbox"/> Leadership <input type="checkbox"/> Managing People	<input type="checkbox"/> Business Acumen <input type="checkbox"/> Cost Consciousness <input type="checkbox"/> Diversity <input checked="" type="checkbox"/> Ethics <input checked="" type="checkbox"/> Organizational Support <input type="checkbox"/> Strategic Thinking	<input checked="" type="checkbox"/> Adaptability <input checked="" type="checkbox"/> Dependability <input checked="" type="checkbox"/> Attendance/Punctuality <input checked="" type="checkbox"/> Initiative <input checked="" type="checkbox"/> Motivation <input checked="" type="checkbox"/> Professionalism <input checked="" type="checkbox"/> Planning/Organizing <input checked="" type="checkbox"/> Quality <input type="checkbox"/> Innovation <input checked="" type="checkbox"/> Quantity <input checked="" type="checkbox"/> Judgment <input checked="" type="checkbox"/> Safety & Security