



Job Description

Job Title:

Laboratory Housekeeping Technician

Reports To:

Quality Control Lab Supervisor

Direct Reports:

N/A

Emergency / Absentee Backup:

QC Analysts

Job Summary:

The Laboratory Housekeeping position supports laboratory staff by maintaining glassware, cleaning the lab area, organizing/disposing of laboratory production samples, standards, and reagents.

Essential Duties and Responsibilities:

- ✓ Ensures laboratory glassware is cleaned and ready for use
- ✓ Inventory control of glassware
- ✓ Receives all incoming laboratory supplies
- ✓ Responsible for inventory of laboratory standards and reagents, including ensuring Vendor Certificate of Analysis are on file, documenting receipt and expiration dates of standards/reagents.
- ✓ Responsible for placing laboratory supplies, including standards/reagents in the appropriate storage location at time of receipt
- ✓ Responsible for disposing of standards, reagents, in-process testing, and production samples that are past expiration
- ✓ Maintain storage of retention samples by transporting retention samples from the lab to the designated storage room. Responsible for keeping retention storage room organized and up to date.
- ✓ Maintains laboratory supplies such as glassware, and gloves. Must keep readily available by restocking as appropriate
- ✓ Maintains a clean lab environment including lab benchtop working areas and instrument rooms
- ✓ Other duties may be assigned as deemed appropriate by management

Qualifications:

- ✓ Associates Degree or High School Diploma with 1-2 years laboratory environment experience
- ✓ Has a general understanding of Chemistry
- ✓ Knowledge of common lab procedures
- ✓ Attention to detail
- ✓ Clear Communication Skills

Physical Requirements:

- ✓ Lift up to 20 lbs.
- ✓ Bend, stoop, carry, and reach
- ✓ Climb and/or stand on an elevated bench or step stool
- ✓ Sit and/or stand for extended periods
- ✓ Ability to see and distinguish color
- ✓ Work with chemicals and/or hazardous materials

Work Hours & Schedule:

Non-Exempt Position

Minimum of 8 Hour Shift, 5 Days a Week, or other agreed upon documented schedule

Ability and willingness to work from all BioSpectra facilities