

Job Title: **QAOS LAB ASSISTANT**

SUMMARY

Under general supervision collects wine and spirits samples from the production floor, delivering the collected samples to the Modesto Quality Assurance Operations Support laboratory while also developing base-line knowledge of laboratory analytical and microbiological procedures. Cleans and maintains the analytical and micro-labs and disposes wine, recycled glass, and cardboard. Performs other various functions as required to support QAOS functions while observing the department's safety practices and procedures.

ESSENTIAL FUNCTIONS

- Collects and delivers wine samples on a predetermined scheduled basis from the cellar, bottling room, MSC and spirits facility to the QAOS laboratory in a timely manner.
- Appropriately disposes of wine and recycle glass and cardboard.
- Prepares standard laboratory solutions as needed.
- Runs status reports and lab sample reports from the LIMS summaries.
- Supports microbiological analysis and preparation such as, sampling, monitoring of bottling lines for sanitation efficacy, media prep, sterilizing bottles, and saline bottle prep as directed.
- Practices safe work habits and maintains work area and instrumentation in a clean and orderly state.
- Maintains satisfactory attendance, to include timeliness.
- Responsible for understanding and complying with applicable quality, environmental and safety regulatory considerations.
- This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

SUPERVISORY RESPONSIBILITIES

N/A

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- High school diploma or State-issued equivalency certificate.
- Associate's degree to include 1 year of college level chemistry or biology (with lab courses)

OR

Associates degree plus 1 year of laboratory support experience (in lieu of 1 year of college level chemistry or biology);

OR

2 years of laboratory support, manufacturing quality assurance, retail customer service, or production/operations experience (in lieu of an Associate's degree).

- Experienced in reading and comprehending simple instructions, correspondence, and memos.
- Experienced in writing simple correspondence and procedures.
- Skilled in adding, subtracting, multiplying and dividing in all units of measure, using whole numbers, common fractions, and decimals.
- Required to lift and push 50 pounds.
- Required to work day, swing or graveyard shifts as scheduled.
- Required to stand for prolonged periods of time.
- Manual dexterity and visual acuity are required.
- Valid driver's license and successful completion of background check. Required to obtain a California driver's license or appropriate state driver's license within 30 days of hire; required to possess and use own reliable transportation to conduct job duties.

PREFERRED QUALIFICATIONS

- Degree (Associates or Bachelors) in Chemistry, Microbiology or Food Science plus laboratory support or quality assurance experience in a manufacturing environment.
- Experience maintaining and troubleshooting lab equipment.
- Experience operating machines and equipment such as a manual-shift motor scooter, computer and various meters and testing devices.
- Skilled in reading and interpreting documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Experience writing routine reports and correspondence.
- Experience speaking effectively before groups of customers or employees of organization.
- Skilled in the use of MS Word and Excel at a basic level.
- Experience defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Experience working cross-functionally within an organization.
- Experience interpreting an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Strong verbal, written, analytical and interpersonal skills.

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 stand and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The

employee is occasionally required to walk, sit, reach with hands and arms and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.