

Associated Proteins LP

Position Profile

Position Title:	Lab Technician
Department:	Laboratory
Immediate Supervisor:	Lab Supervisor
Status:	Full time
Date:	August 29, 2007

Position Summary:

Under the leadership of the Lab Supervisor the incumbent is responsible for performing routine analytical testing of canola oil and press cake products with a focus on lab analysis. Testing performed includes gravimetric, wet chemical procedures including titrations and instrumental analysis.

KEY FUNCTIONS:

Responsibilities:

- Prepare samples for outside analysis and answer any requests from customers
- Ensure products used in testing are the right specification; notify the Lab Supervisor or Lead Hand if product is out of specification
- Record results in log book for audit and review by the lab supervisor
- Prepare chemical reagents accurately to avoid contamination and inaccurate testing
- Daily testing responsibilities; hourly samples, composite seed, rail and meal reporting results to the lab supervisor and operators
- Ensure Health and Safety; empty waste into waste containers, maintain cleanliness of the lab (glass ware, measuring instruments and tools, lab counter and floors)
- Fill out certificate of analysis on a product before shipping to the customer
- Store tested samples from all products that have been sold
- Check inventory supplies daily and notify supervisor of order needed

The above is illustrated only and reflects the major duties that may be amended from time to time as required to suit the organization. The incumbent must perform other duties when required to assist in the effective and efficient operation of the company.

Scope for Independent Action:

The Lab Technician is expected to act and report routinely on all matters, circumstances and factors of offering service delivery within the scope of the position.

Education/Training Required:

Diploma, Degree or equivalent

Experience Required:

- 0 – 2 years experience working in a lab for a food manufacturing company
- Demonstrated knowledge and understanding of issues impacting the testing processes

Personal Qualifications/Characteristics Required:

- Leadership skills and initiative required to integrate the various components of the position
- Excellent interpersonal skills and the ability to interact with all levels of management and staff
- Proficient in the use of computer systems; word processing and email applications
- Demonstrates effective oral and written communication skills
- Good organizational and time management skills
- Able to work independently and within a team environment with respect, professionalism, co-operation, sensitivity.
- Conduct tasks in an efficient and timely manner

Approval:

Unit Head

Immediate Supervisor

Date