

Enviro Tech Chemical Services, Inc.
Job Description



Job Title: QC Lab Technician

Work Location: Modesto, CA

Department: Lab

Job Type: Full-time	HR Contact: Facility HR Representative Revision Date: 09/2020
----------------------------	--

Essential Duties and Responsibilities:

Performs routine quality control activities. Records observations and measurements and reports results. Responsible for cleaning, disinfecting, and maintaining glassware and equipment. Assists with receipt and inspection of raw materials. Has knowledge of commonly used concepts, practices, and procedures within a field. Relies on instructions and pre-established guidelines to perform the functions of the job.

- Follows all standard operating practices, procedures, and policies of the company.
- Exhibits professionalism with employees in other departments as well as those in the laboratory.
- Works independently in a timely manner; remains focused on the job at hand, not distracted by conversation with fellow employees or other distractions that may occur in the work area.
- Always maintains strict confidentiality of all company records and financial information and safeguards against unauthorized access to such information.
- Collects data as required by the laboratory manager or R&D Chemists in a manner consistent with proper laboratory standards as prescribed by the manager, protocol, or practices.
- Can prioritize between multiple tasks. Conducts required overtime work when necessary.
- Works in a safety conscientious manner, considerate of their welfare and the welfare of their fellow employees. Documents all spills and notifies supervisor immediately.
- Maintains a clean and orderly work area. Returns equipment and glassware back to their proper area for storage, cleaned and ready for re-use, after each use. Empties trash containers, as necessary. Picks up loose items and places them in their proper place of storage.
- Informs a supervisor of any irregularities in products, equipment, or safety standards practices.
- Asks questions for assurance of proper processes, procedures, and policies.
- Works together as a team. Always cognizant of their and their fellow employee's welfare and the betterment of the working environment in general.
- Inspects, promotes, and maintains adherence to food safety cleanliness in the handling of product, ingredients and finished goods using proper work procedures and compliance with Food Safety and Quality Standards as defined by the FDA, SQF, HACCP and GMP Programs.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude.

Education and/or Work Experience Requirements:

- Requires a bachelor's degree and/or 0-2 years of experience in the field or in a related area.
- Experience as a Laboratory Technician in a Food Manufacturing Facility or other Laboratory preferred.
- Thorough knowledge and understanding of cGMP and GLP regulations and standard industry guidance.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel, and Outlook)

Enviro Tech Chemical Services, Inc.
Job Description



Enviro Tech Chemical Services, Inc. is an equal opportunity employer and considers qualified applicants for employment without regard to sex, race, color, religion, ethnic or national origin, gender, sexual orientation, gender identity or expression, age, pregnancy, leave status, disability, veteran status, genetic information and/or any other characteristic or status protected by national, federal, state, or local law. Must be able to pass all pre-employment screens (including drug, background, and criminal checks).

Excellent Benefit Package and Compensation.