



Bay State Milling Job Description

Job Title: Laboratory Technician
Reports To: QA Manager
FLSA Status: Non-Exempt
Location: Clifton, NJ

SUMMARY

Performs laboratory tests to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials for such purposes as quality control, process control, or product development by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

Set up, adjust, calibrate, and operate laboratory equipment and instruments such as microscopes, centrifuge, agitators, viscometer, chemical balance scales, Leco (protein), ash, moisture, falling number, grinding, and sieving tests, mixograph, single kernel analyzer and other equipment.

Test materials used as ingredients and other products for such qualities as purity, stability, viscosity, density, and absorption. Test solutions used in processes for chemical concentration, specific gravity, or other characteristics. Tests raw materials and finished products for ash, dust, filth fragment or other impurities.

Test samples of manufactured products to verify conformity to specifications.

Records test results on standardized forms and writes test reports describing procedures used.

Prepare graphs and charts.

Cleans and sterilizes laboratory equipment.

Prepares chemical solutions according to standard formulas.

Add chemicals or raw materials to process solutions or product batches to correct or establish formulation required to meet specifications.

This person is responsible for the supervision all lab functions and Lab coordination when Lab Manager is absent.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily in the time allowed. The requirements listed below are*



representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum requirement is a high school diploma or equivalent. Must possess excellent communication skills. Fluent computer skills with a strong emphasis on P.C. based spreadsheet programs.

MATHEMATICAL SKILLS

Must possess the ability to work with mathematical concepts and apply concepts such as addition, subtraction, multiplication, division, fractions, percentages, ratios, and proportions to analytical situations.

REASONING ABILITY

Must possess the ability to define problems, collect data, establish facts, and draw valid conclusions. Must have the ability to interpret technical instruction in mathematical or diagram form and deal with multiple tests operating at any given time.

WORK ENVIRONMENT

The work environment is essentially that of a laboratory. However, work in the mill and warehouse will require extended periods of exposure to high noise and dust levels. Frequent contact with office personnel will also occur. While performing the duties of this job, the Laboratory Technician is frequently exposed to a variety of chemicals, including acids, reducing agents, and bases, small to medium sized moving mechanical parts, flour dust and/or airborne particles. The noise level in the work environment is usually moderate, but areas of the plant may reach 100 dB. Ear protection, safety glasses, dust masks are provided for the employee's safety. The laboratory is an air-conditioned environment, but the employee will be exposed to manufacturing temperatures that will exceed 100 Degree's F.

FOOD SAFETY / SECURITY AND QUALITY REQUIREMENTS:

The Company is committed to producing and delivering defect free products that are in compliance with all applicable legal and regulatory requirements and are of the highest levels of food safety, quality, and productivity. To ensure this, all employees are required to be trained on and adhere to the FDA Current Good Manufacturing Policies as set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of their work environment and prevent any accidental or intentional adulteration of the products produced at the facility.