	Form Title:	Job Description Template
	Effective Date / Supersedes date	2018-03-19 / 2015-03-13

JOB

Effective Date: 2018-04-15

DESCRIPTION

Job Title: Reports To: Status: Exempt (Yes / No):	Manufacturing Technologist I Manufacturing Supervisor Part Time or Full-Time No	
Approved by:	President	Date

I. Position Description

- Manufacturing Technologist I personnel participate in all non-analytical activities related to the manufacturing of Hemo bioscience products. This position is responsible for following standard operating procedures, best laboratory practices, current good manufacturing practices (cGMP) and current good documentation practices (cGDP) to ensure products are manufactured and systems are maintained to meet internal and customer specifications.

II. Major Areas of Responsibility

- Manufacturing Laboratory, non-analytical

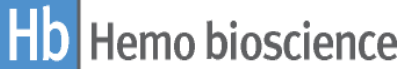
III. Specific Responsibilities of the Job

Include the following. Other duties may be assigned, as needed.

- *Adheres to manufacturing schedule to ensure products are prepared and released to inventory to meet shipping deadlines.*
- *Follows SOPs, best laboratory practices, current good manufacturing practices and current good documentation practices to ensure products are manufactured to meet specifications.*
- *Participates in all non-analytical aspects of the manufacturing process from receipt of raw material to release of finished product. Activities include, but are not limited to:*
 - *Product label generation and printing*
 - *Product labeling and packaging*
 - *Product filling and capping*
 - *Lab inventory and cleaning*
 - *Temperature monitoring of refrigerated systems*
 - *Equipment maintenance, non-technical*
 - *Specimen processing, non-analytical*
 - *Solutions preparation, non-analytical*
 - *Product manufacture, non-analytical*
- *Responsible for documentation of all manufacturing related activities.*
- *Provides suggestions for better production and staff performance.*
- *Assists management for various production related duties.*
- *Any other duty as assigned.*

IV. Required Knowledge, Skills, and Abilities

- Excellent organizational skills
- Excellent attention to detail

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- Good interpersonal and communication skills
- Good decision making, judgement and troubleshooting skills
- Ability to use Microsoft office and email communication systems

V. Job Requirements

- Practice integrity, reliability and honesty in all behaviors
- Project a positive company image at all times
- Work with co-workers as a team to ensure success

VI. Education and Experience

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum Associates degree in a life science field or 2 years experience in a cGMP or laboratory environment
- Bachelor’s degree in a life science field preferred

VII. 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.

- Regular and recurrent standing to perform manufacturing tasks
- Walking between multiple sections of the laboratory and warehouse
- Reaching and bending to obtain supplies and operate instruments
- Occasionally lifts up to 40lb weight


VIII. Work Environment

The work environment characteristics described are representative of those an employee encounters. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

- The work involves moderate risks or discomforts associated with working in a laboratory with regular and recurrent exposure to hazards such as blood, serum, chemicals, and laboratory equipment. On the job Blood Borne Pathogen training is required.
- The technologist must use personal protective equipment (PPE) such as gloves, eye protectors, and safety hoods where applicable.

IX. Company Policy / Procedure Compliance

- Follow all company policies and procedures as well as all local, state, and federal laws concerning employment to include, but not limited to: I-9 information, EEOC, Civil Rights, and ADA.
- The company does not tolerate sexually or other unlawfully discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to personnel action up to and including immediate termination and are to be reported to management immediately.
- Maintain confidentiality of company records and information at all times.
- Maintain a professional image.


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X. Employee Acknowledgement

I, _____, acknowledge review of this job description and understand that other duties may be assigned, as needed, in addition to the description above.

Employee's Signature		Date

Supervisor's Signature		Date

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Attachment I: Revision History Table

Revision Date (MM/DD/YYYY)	Revision #	Revision Author	Description of Change (Section and Description)
06/05/14	01	Kimber Hoehn	Creation of new template.
03/13/15	02	Tonia Bryant	Update header and address in footer.
2018-03-19	NA	Randy Young	Revised form to reflect Job descriptions are not controlled documents