



JOB DESCRIPTION

Position Title	Assistant to Lab Technician
Relationships	
Reports To	Lab Compliance Manager
Other internal contacts	Lab Technicians, Department Managers
Work Environment	Works within the Biodiesel Plant and Quality Control Laboratory
Summary of Responsibilities	<ul style="list-style-type: none"> • Perform and schedule In-process sample pulling • General Lab Housekeeping • Maintenance, storage, and disposal of retained samples, lab waste, and production chemicals
General Responsibilities	<ul style="list-style-type: none"> • Ability to work a 12 hour rotating shift • Hourly In-process sample pulling • Cleaning lab glassware, wiping down work stations and equipment • Restocking lab supplies • Weekly rotation of retained samples from work station to shelf • Monthly rotation and disposal of retained samples • Ensures that the lab is organized and kept clean at all times • Other responsibilities as may be assigned by the Laboratory Compliance Manager
Job Specific Knowledge & Skills Required	<ul style="list-style-type: none"> • Must be proficient in the English language (speak, read, write) • Ability to frequently push, pull, lift, and carry up to 50 pounds
Special Skills	<ul style="list-style-type: none"> • Ability to multi-task and stay organized • Must be self-motivated and a self-starter • Ability to take responsibility for decisions and actions
Skills required for Equipment Use	<ul style="list-style-type: none"> • Accurate keyboarding and data entry
Key Performance Metrics	<ul style="list-style-type: none"> • Ability to follow company policies and procedures • Ability to keep laboratory organized, clean, and clutter free • Other measurements as set and agreed on by the Laboratory Compliance Manager • Peers view of ability to work as a team member

Acknowledgement: I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand Global Alternative Fuels has the right to change this job description at any time. *I understand, and am fully aware, that this job description does not constitute an employment contract or a guarantee of continued employment—even if I satisfactorily meet all performance measures.*

(Please Print and Sign Name.)

Print Name

Signature

Date