

**Position Classification:** Service and Support

**Responsible for:** To work as part of the Quality Assurance team to aid in producing the safest and highest quality product that is practical.

**Leadership/Business influence:** Minimal supervision, working independently/proficiently.

**Reports to:** Laboratory Team Leader, Quality Manager

**Supervises:** N/A

## Main Functions and Activities

### Laboratory Operations

- Undertake laboratory operations as directed by the Laboratory Team Leader, in particular:
- Sampling and microbiological testing
- Perform analysis following the laboratory operating procedures with attention to detail and with critical review to avoid errors.
- Maintain Laboratory test equipment in good working condition
- Calibrate, troubleshoot and operate laboratory equipment in accordance with laboratory operating procedures
- Maintain Laboratory Equipment Calibration records
- Compile and Issue results, reports and records
- Perform internal and external Laboratory Quality Control
- Monitor laboratory chemicals, consumables and waste in accordance with Laboratory operating requirements.

**Measures** - All procedures and analysis carried out in a timely manner. Reports & records issued in clear, concise and timely manner. Quality standards maintained within laboratory procedures. Ensure quality records for equipment are kept up-to-date. Ensure all laboratory records are kept up-to-date. Ensure quality control checks for analyses are carried out as per daily requirements and as per laboratory operating procedures. Work within a team to complete laboratory projects. Efficient use of laboratory resources. Laboratory environment is kept in line with good laboratory practice standards. Avoid accidents/incidents. Display flexibility in adapting to new routines and modifications of assignments

### **Laboratory Quality System**

- Analysis and reporting is undertaken in accordance with the Laboratory Quality Systems
- Inter laboratory Results fall within acceptable quality criteria testing ranges and are within accepted standards
- All laboratory testing is monitored by adequate internal quality control and any corrective measures are recorded and referred to Laboratory Team Leader as appropriate
- Independently evaluate complex methods of analysis for chemical entities and provide solutions and recommendations for ensuring robust methods are validated in accordance with ISO 17025 requirements and Validation of analytical testing guidelines
- Keep accurate sample records, proforma worksheets, QA sheets as per laboratory quality system requirements
- Ensure accurate transcription of data from workbooks, worksheets etc. to Laboratory computer database

**Measures** -SWI's, quality records and reports are up to date. Inter-winery Results are within inter-laboratory quality pass criteria.

### **Corrective Preventive Actions**

- Systematically raise Out of Specifications or Non-conformances as necessary
- Perform root cause analysis
- Eliminate testing variation and strive for zero errors
- Other duties as required to fulfil the primary objective of promoting quality and food safety within De Bortoli Wines

**Measures** - NCR's and OOS closed out within agreed time frame. Zero major non-conformances found during internal and external laboratory audits. Decrease the number of the laboratory NCRs and OOS.

### **Personal Training**

- To train staff in the use of the NCR system
- To train staff to conduct qc checks on dry goods and raw materials
- To train vintage staff to undertake vintage lab roles, this includes identifying safety issues

**Measures** -Pass results and course attendance records

### **Troubleshooting**

- Participate in continuous improvement projects
- Identify problems and offer solutions to overcome these
- Actively resolve problems in the workplace by putting measures in place to prevent

recurrence.

**Measures** - Resolution of problems

### **Teamwork**

- To be able to work with other people in a productive manner
- Communicate clearly, directly and on a timely basis

**Measures** - Working as part of a team, ensuring that other person or areas can reduce downtime and increase productivity

### **Policies and Procedures**

- Comply with and ensure all company policies, procedures are followed

**Measures** - Compliance with company policies and procedures

### **Promote safe attitudes and work practices**

- Comply with all OH&S policies and procedures
- Perform your duties in a manner that is not hazardous to you or other employees
- Wear Personal Protective Equipment (PPE) as specified
- Report all accidents, near misses and unsafe work practices/hazards to your Manager/Supervisor

**Measures** - Compliance with Company policies and procedures. Incidents reported in accordance with Company procedure. Zero harm

**Internal contacts** - All employees in all production areas, Laboratory Team, Laboratory Team Leader, Quality Manager

**External contacts** - N/A

### **Essential Capabilities and Experience**

- The ideal candidate will be qualified in Food Technology or Chemistry, good oral & written communication skills, computer skills, attention to detail, and ability to perform multi-tasks.
- Flexibility, Adaptability to Change & Innovation.
- Ability to successfully function in a fast paced, service oriented environment.
- Has good working relationships with others inside and outside of the business.

- Applies the drive and energy for getting the job done.
- Treats people with respect and courtesy.
- Manages workload effectively (prioritising demands) and delivers on deadlines.
- Acts with professionalism and integrity at all times.
- Able to work autonomously whilst seeking help and advice when necessary.

### **Desirable Capabilities and Experience**

- Strong background within the food industry.
- Strong understanding of how the Laboratory Department operates.
- Ability to multitask under a high pressure environment.
- Basic knowledge of laboratory operating procedures
- Basic knowledge of wine testing procedures
- Understanding laboratory quality control systems
- Quality based work ethic
- Self-starter with a passion and persistence and a positive attitude
- High level of accuracy and sense of urgency
- Good computing skills
- Ability to produce reports and graphical analysis
- Problem solving abilities
- Able to work standing or sitting for up to 8 hours per day
- Great attitude – “can do – will do”.

Incumbent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Managers Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_