

### **Position Classification:**

Operational/Technical/Experienced

### **Responsible for:**

Working as part of the Quality Assurance team to aid in producing the safest and highest quality product that is practical.

Under the direction of the Laboratory Team Leader, the Laboratory Technician is responsible for grape juice, wine and wine products sampling, microbiological analysis, compile and issue reliable analytical results, records and reports, to ensure compliance with internal and external laboratory operating procedures, policies and standards.

### **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
- Sampling, swabbing and microbiological testing
- Perform environmental monitoring and plant sanitation checks (winery equipment swab, environmental sampling, etc.)
- 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 and ensure laboratory areas are kept clean and tidy
- 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.

### **Laboratory Quality System**

- Analysis and reporting is undertaken in accordance with the Laboratory Quality Systems
- Perform data analysis & evaluation capturing results in DBW databases
- Quarantine and report any out of specification results to the Winemakers and QA teams
- Release from quarantine product microbiological compliant
- 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

### **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

### **General Activities**

- Training and development needs are identified, agreed with direct line manager and implemented annually
- Participate in training in accordance with Quality department training metrics.
- 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.
- To be able to work with other people in a productive manner
- Communicate clearly, directly and on a timely basis
- Comply with and ensure all company policies and procedures are followed

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

- Comply with all WH&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

### **Internal contacts**

Laboratory Team, Quality Manager, Staff in all Production Areas

### **External contacts**

Customers, Suppliers, Contractors

### **Essential Capabilities and Experience**

- Relevant qualification in Food Technology or Microbiology
- Strong communication skills in all aspects, both written and verbal
- Sound computer skills with the ability to adapt to new technology systems
- Sound knowledge of laboratory operating procedures, as well as an understanding of laboratory quality control systems
- Ability to multi-task and perform with high attention to detail, in a fast paced

## Position Scope: Laboratory Technician - Microbiologist

environment, while effectively managing workload and delivering on deadlines

- Ability to produce reports and graphical analysis
- Ability to build and maintain successful working relationships with others both within the business and outside of the business.
- Experience with and knowledge of wine testing procedures is desired, however not essential

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

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

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

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

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

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