



# Harvey Fresh Juice Pty Ltd

## JOB DESCRIPTIONS

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**JOB TITLE:** LABORATORY TECHNICIAN  
**REPORTS TO:** LABORATORY MANAGER  
**NO. OF PEOPLE UNDER DIRECT MANAGEMENT:**

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### JOB SUMMARY

The position is responsible for laboratory-based tasks, which include sampling, testing, measuring, recording and analysing results in raw materials and finished products. Provide all the required technical support to enable the laboratory to function effectively whilst adhering to correct procedures in Food Safety Standards and Quality Control.

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### MAIN TASKS / DUTIES

- Work 5 days a week
- Production hours from 7am – 3pm or as agreed by Laboratory Manager.
- Ensure that samples are taken of each product every day according to the Verification Testing Schedule. (Includes sample collection from 'tank farm, drumming out room, and all processing lines).
- Conduct tests procedures as outlined in the Laboratory Manual.
- Keep of laboratory and QA records for 3 years
- Send samples to accredited laboratory for testing (Pathogens, Nutritional panel, water, e.g.) as needed.
- Ensure the calibration of all Laboratory equipment is done according to schedule.
- Keep laboratory in clean and tidy condition at all times.
- Prepare agar and ensure that there is enough at all times.
- Prepare tasting samples for next day.
- Sterilise all micro plates in autoclave after recording results at end of day.
- Record all results on laboratory records as required.
- Ensure all documents are completed correctly and are legible.
- Collect water samples daily from water treatment plant and other areas of the factory as required.
- Ensure tests are completed to company policies and procedures.
- Participate in training /team work
- Follow company 'Personnel Hygiene Practices'
- Follow and set an example of good manufacturing practices.
- Participate in Internal Audit processes.
- Operate according to Work Health and Safety procedures.