



Our mission is to improve infant health outcomes by ensuring that medically vulnerable babies in Minnesota and the Upper Midwest have access to safely pasteurized life-giving donor human milk when mother's milk is unavailable or in low supply. Donated milk comes from lactating mothers who have extra breast milk beyond what their infants need. To ensure the safety of the milk, donors are approved through a process that includes a health screening and a blood test. Once a donor is approved, milk is transported to the milk bank, pasteurized, and tested according to food safety licensing and accreditation standards. Pasteurized donor human milk is used in hospitals for medically fragile babies in NICUs, Special Care Nurseries, and other inpatient settings. If available, infants can also receive donor milk after leaving the hospital. To learn more, visit [Minnesota Milk Bank For Babies \(mnmilkbank.org\)](http://mnmilkbank.org).

Date: 1/5/2023

Position Title: Lab Technician & Processing Assistant

Reports to: Lab Manager/Depot Coordinator

Description: Assist with on-site milk processing, intake, and shipping following regulatory guidelines and food safety standards

Position open: Part-time, 24-30 hrs/wk, M-F, 8:00am -2:30pm

Essential Duties/Responsibilities:

- Accurately log and sort milk received as instructed
- Prepares shipping of pasteurized milk to hospitals
- Assists Depot Coordinator/Lab Manager with transfer of milk from depots to the milk bank
- Uses equipment including but not limited to freezers and refrigerators, sanitizing dishwashers, automatic dispensing equipment, logging thermometers, and shaking water baths
- Logs temperatures of freezers and refrigerators according to food safety standards
- Follows aseptic technique and wears personal protective equipment (PPE) during milk processing
- Cleans and sanitizes work areas, equipment, and facility to meet licensing and accreditation standards
- Identifies milk for thawing, nutrition, and microbiological testing based on established criteria
- Performs milk pooling using clean technique and following good manufacturing practices
- Follows labeling requirements carefully
- Enters data accurately and promptly into a computer data management system
- Monitors laboratory supplies to maintain proper inventory

Other Duties/Responsibilities:

- Works in tandem with other MMBB staff members; assists with daily tasks as requested
- Respects and adheres to policies regarding private donor information
- Other duties as assigned

Job Qualifications: Knowledge, Skills, and Ability

- Extremely detail-oriented and ability to work with numbers accurately
- Able to pass an attention to detail and data entry skills assessment

- Attention to daily timeliness and deadlines
- Comfortable with technology, computers, and ability to learn a custom data management system
- Strong communication skills
- Critical thinking and problem-solving through issues that may arise during daily workflow
- Valid drivers' license and reliable transportation

Education and Formal Training:

High school degree required; some college preferred

Food safety or laboratory training preferred

ServSafe Certification preferred

Physical Activities:

- Stand, reach, and move adeptly during course of day
- Able to lift up to 40lbs
- Position may require contact with biohazards and cleaning chemicals with PPE provided

Working Environment

- Small, start-up non-profit entering its third year of operation
- Busy environment that is team-based with staff cross-trained to perform multiple duties
- Availability Monday – Friday at Golden Valley site. No remote work option.
- Potential for job growth

Hours and Benefits: Paid time off, paid holidays, health insurance, health & wellness stipend. Benefits prorated based on hours worked. Closed weekends and major holidays.

To apply for position: Submit 2-3 references with resume to MMBB's [Lab Technician & Processing Assistant - Minneapolis, MN 55427 - Indeed.com](#) page. Successful completion of a background check, including drivers record, and primary COVID-19 vaccine required with exemptions for all those who work for the milk bank. The position will remain open until a suitable candidate is hired.