



23 Mill Brook Road
Mill Brook Business Park
Saco, Maine 04072
Fax: 207-885-1079
www.mmqci.com

MAINE MOLECULAR QUALITY CONTROLS, INC. is HIRING!!

Laboratory Laundry Assistant: Molecular Diagnostics Products

EMPLOYER: Maine Molecular Quality Controls, Inc. (MMQCI) designs, develops, manufactures, and markets unique quality control products used by hospital laboratories to monitor the accuracy of tests for inherited disease, pharmacogenetics, oncology, and infectious diseases. MMQCI also provides custom products to IVD manufacturers for test development, internal QC and kit controls. MMQCI has developed technologies to stabilize DNA and RNA for use as quality controls and continues to pursue the discovery of novel techniques useful for the development of new quality control products. We are a small, growing company that offers a relaxed but challenging work environment.

POSITION TITLE: Laboratory Laundry Assistant

GENERAL SUMMARY:

The Laboratory Laundry Assistant supports manufacturing, production, QC, and R&D teams by performing a wide variety of laboratory support tasks (laundry, PPE stocking, cleaning glassware) according to established written procedures under limited supervision. The successful candidate is well organized, enjoys having a set routine, is detail oriented and likes following written work procedures, has good laboratory discipline, and is comfortable in an environmentally controlled laboratory environment where gowning and aseptic techniques are required. He or she must be able to work cross functionally to understand the needs of various teams and strives to ensure that teams have materials that they need per work schedules. It is expected that the Laboratory Laundry Assistant will quickly develop sufficient expertise to function independently.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Launders laboratory coats following standard procedures. Inspects coats for damage. Prepares lab coats for delivery to set areas based on specific area size needs. Ensures that lab areas do not run out of gowns.
2. Pickup and delivery of glassware, linen and PPE. Make routine rounds of laboratory spaces to pick up soiled glassware/gowns/trash and transport to appropriate cleaning or disposal locations in the facility. Deliver clean gowns, clean glassware, and autoclaved glassware to specified laboratory locations. Assists with restocking of PPE as needed.
3. Preparation of glassware. Assists with cleaning, chemically treating and autoclaving glassware as needed. Washes laboratory glassware carefully and thoroughly according to Standard Operating Procedures (SOPs). Inspects glassware and re-cleans or disposes of



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glassware that does not meet quality standards. Ensures glassware is appropriately prepared for use or storage, follows safety protocols for broken glass disposal.

4. Works with teams to understand gowning and glassware needs. Prioritizes cleaning of specific glassware as needed to support teams' schedules. Identifies concerns with low gown or glassware inventory and works with team to procure needed materials.
5. Cleans and keeps laundry and glassware cleaning areas neat and orderly. Maintains inventories and stock of materials used in the laundry and glassware areas.
6. Assists various teams with routine cleaning as assigned following aseptic techniques prescribed in SOPs. May assist with routine refilling of bleach and ethanol containers within certain work areas.
7. May assist with routine particle counts of lab spaces. Full gowning with hair net, safety glasses, mask, gloves, booties and lab coat is required within the labs for protection of the products.
8. Follows protocols based on current Good Manufacturing Practices (cGMP), ISO standards incorporated into MMQCI's quality systems. Consistently and accurately fills out appropriate paperwork and follows appropriate procedures
9. Supports teams by performing other duties as assigned by the management.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to follow oral and written instructions and have good communication skills
2. Must have high school diploma or GED equivalent
3. Lab or Hospital cleaning / linen / dishwashing experience preferred, but not required
4. Must be cooperative and dependable
5. Must be able to follow gowning per laboratory needs and work comfortably in environmentally controlled spaces. Experience working in laboratory/clean room where gowning was needed preferred but not required.
6. Able to accurately perform tasks per SOPs quickly but with attention to detail. Position does require working with related cleaning chemistries within the various areas.
7. Must be well organized and have a passion for cleanliness.
8. Experience in a GMP or ISO quality system industrial environment is a bonus.



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9. Strong work ethic; willingness to help the MMQCI team whenever and wherever needed, ability to multitask.
10. Must be a nonsmoker due to product contamination prevention requirements.
11. Must be able to work standing for extended periods, lift approximately 50 lbs and able to carry items up to 25 lbs with frequency. Position requires agility to gown, work within environmentally controlled areas, and to transport into the laboratories materials weighing up to 200lbs using carts (push/pull while holding doors open). Position requires frequent bending, twisting and lifting actions.
12. Ability to visually inspect materials by eye required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

LOCATION: MMQCI is conveniently located in beautiful southern coastal Maine, minutes from the Maine Turnpike, Portland International Jetport, and less than 2 hours from Boston. Close by are fabulous Portland restaurants, sandy beaches, and a plentiful supply of Maine lobsters! Many terrific outdoor activities are easily accessible including hiking, biking, kayaking, fishing, skiing and snowshoeing. Join the team and work in our state-of-the-art Saco facility located right next to the Eastern Trail!

BENEFITS:

- Medical insurance
- Dental insurance
- 401(k)
- Profit sharing plan
- Vacation
- Holidays
- Sick leave

How to apply: by Email/ No Phone inquiries accepted
Email: HR@mmqci.com



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A cover letter is required.

Contact Information:

HR
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