VERIFIED LAB SERVICES
results you can trust

Laboratory Seasonal Quality Assistant

DEPARTMENT	Verified Lab Services – Post Harvest
LOCATION	Te Puke, Kerikeri, Opotiki
REPORTS TO	Operations Manager

ABOUT THE ROLE

As a Laboratory Seasonal Quality Assistant, you will support accurate and consistent laboratory testing by completing Seed Colour Assessments for horticulture samples, checking test-specific requirements, assisting with testing, staff training and shift compliance activities.

This role works closely with the Laboratory Seasonal Supervisors and laboratory staff. You will provide practical quality support on shift, help staff follow approved methods and specifications, and support supervisor decisions and directions.

KEY RESPONSIBILITIES

- Complete Seed Colour Assessments accurately and in accordance with approved laboratory methods, work instructions and training.
- Check test-specific requirements before and during testing. This will include but is not limited to fruit slice thickness for Fruit Firmness, Flesh Colour and Dry Matter testing.
- Identify and report testing errors, specification deviations, sample issues, equipment concerns and potential non-conformances, and, where trained and authorised, assist with their resolution.
- Fulfil laboratory testing duties when required, ensuring samples are handled, processed and recorded in accordance with approved methods and quality requirements.
- Support the training and coaching of laboratory staff in tasks for which you are trained, competent and authorised.
- Support supervisor decisions and directions by reinforcing shift priorities, approved procedures and required quality standards with laboratory staff.
- Maintain clear, accurate and traceable records in the Laboratory Information Management System.
- Ensure laboratory equipment and work areas are kept clean, organised and in a suitable condition for use.
- Support the management of dehydrators, including sample loading, turn on, and ensure samples are within required time and temperature specifications for drying.
- Contribute to team meetings and promote open, effective communication and cooperation within the laboratory and wider team.
- Undertake other reasonable and lawful duties or delegated tasks as directed by the manager or supervisor, where required to support the effective operation of the laboratory and the business.

HEALTH & SAFETY

- Actively promote and support a positive health and safety culture by encouraging safe work practices, identifying and reporting hazards, raising health and safety concerns, and supporting compliance with company policies and procedures.
- Follow all laboratory health and safety requirements and ensure the correct use of personal protective equipment when performing laboratory testing and quality checks.
- Identify and immediately report incidents, injuries, hazards and near misses in accordance with established procedures.
- Complete the required induction and building orientation before commencing work and remain familiar with workplace hazards, emergency procedures, health and safety controls and applicable safe work practices.

KEY MEASURABLES

- Seed Colour Assessments are completed accurately, consistently and within required timeframes.
- Test-specific requirements, including fruit slice thickness for Fruit Firmness, Flesh Colour and Dry Matter testing, are checked and any deviations are addressed promptly.
- Laboratory testing is completed accurately and records remain complete, correct and traceable.
- Staff training support is clear, consistent and aligned with approved laboratory procedures and authorised training requirements.
- Assigned compliance checks are completed, concerns are promptly communicated to the Laboratory Supervisor.
- If required, samples are loaded and turned on correctly, samples meet required time and temperature requirements for drying.
- Health and safety, housekeeping and quality requirements are followed consistently.
- The role contributes positively to shift productivity, teamwork and the reduction of avoidable errors and repeat work.

SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

Technical and Industry Experience

- Demonstrates strong accuracy and attention to detail when completing laboratory testing.
- Understand the importance of following approved laboratory methods, work instructions, quality systems and test-specific requirements.
- Is competent in assigned testing activities and able to identify when results, practices or conditions may require supervisor review.
- Experience in a maturity testing laboratory, kiwifruit, horticulture or primary industry environment is preferred.

Planning & Organisation

- Plans and completes assigned quality checks and testing duties within required timeframes.
- Manages changing priorities effectively and remains organised during periods of high seasonal workload.
- Maintains accurate records and follows through on identified issues.

Communication & Team Support

- Communicates clearly and respectfully with supervisors, trainers and laboratory staff.
- Provides practical guidance within their training and authorization. Promptly escalates matters requiring supervisor decisions.
  Supports supervisor decisions and directions and helps maintain consistent expectations across the shift.
- Works cooperatively and contributes positively to a supportive, productive team environment.

Adaptability and Initiative

- Adapts effectively to changing workloads, testing priorities and operational requirements.
- Uses initiative to identify potential testing or compliance issues while following the correct escalation process.
- Remains calm, dependable and effective under pressure.
- Maintains flexibility with working hours to accommodate the seasonal nature of the business and changing operational demands.

Professional Conduct

- Demonstrates a reliable, responsible and professional approach to work.
- Maintains confidentiality and treats staff, clients and workplace information with respect.
- Takes personal responsibility for the quality of their work within the limits of their training, competency and authority.
- Consistently follows laboratory procedures, work instructions and workplace requirements.

This Position Description provides a general guide to the role and may be reviewed and updated from time to time to reflect changing business, technological, legislative or regulatory requirements. You are expected to undertake any reasonable and lawful duties, instructions or delegated tasks relevant to your role as directed by your manager or an authorised person.

SIGNED IN AGREEMENT

By signing this document, I have read and agree to the requirements of the role as outlined in the position description above.

_____ Date:	_____ Date:
Signed in agreement by the employee	Signed on behalf of VLS