VERIFIED LAB SERVICES
results you can trust

Laboratory Seasonal Assistant

DEPARTMENT	Verified Lab Services – Post Harvest
LOCATION	Te Puke, Kerikeri, Opotiki
REPORTS TO	Laboratory Seasonal Supervisor

ABOUT THE ROLE

As a Laboratory Assistant, you will be part of a team responsible for processing and testing horticultural samples that help support important industry decisions.

This is a hands-on role where accuracy, efficiency and teamwork are important. You will follow established laboratory procedures, operate testing equipment, maintain accurate records and help keep the laboratory running safely and smoothly.

KEY RESPONSIBILITIES

- Follow all laboratory procedures, quality systems, health and safety requirements and relevant work instructions.
- Receive, identify, register and prepare samples for testing.
- Perform laboratory testing, ensure samples are handled and processed in accordance with approved methods and training.
- Ensure testing is completed accurately and consistently, with results recorded correctly into the Laboratory Information Management System.
- Ensure laboratory equipment is kept clean, calibrated and in a suitable condition for use.
- Promptly communicate with supervisors' equipment breakdowns, testing errors, sample issues, operational concerns and consumable stock levels.
- Maintain good housekeeping standards, ensuring laboratory workspaces, equipment, waste areas and shared facilities (including the lunchroom) are kept clean, tidy and organized.
- 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, 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 within the workplace 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 PPE when performing laboratory testing.
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- Identify and report incidents, injuries, hazards and near misses in accordance with established procedures.
- All laboratory staff are to complete the required induction and building orientation before commencing work, and are familiar with the workplace layout, relevant hazards, emergency procedures, health and safety controls, and applicable safe work practices.

KEY MEASURABLES

- Samples are handled and tested accurately and efficiently.
- Follows procedures, instructions and quality requirements consistently.
- Maintain accurate records, ensuring samples remain correctly identifiable and traceable throughout the testing.
- Recognises and promptly communicates testing errors, sample issues, equipment faults and operational concerns to supervisors.
- Follows health and safety requirements, works safely and looks out for others.
- Works collaboratively with colleagues, communicates effectively and contributes positively to the wider laboratory team.
- Maintains a clean, tidy and organised work area, ensuring equipment and workspaces are ready for ongoing use.
- Demonstrates a dependable and positive approach to work, maintaining productivity and supporting team requirements during busy periods.

SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

Technical and Industry Experience

- Demonstrates accuracy and attention to detail when carrying out laboratory testing and sample processing.
- Completes testing accurately and within expected timeframes.
- Follows laboratory testing procedures, work instructions and quality requirements consistently.
- Maintains required quality standards, including correct use of equipment and adherence to laboratory procedures.
- Demonstrates an understanding of laboratory requirements and the importance of minimising testing errors and repeat work.

Planning & Organisation

- Demonstrates reliability and the ability to manage assigned tasks effectively.
- Works efficiently under pressure and meets required timeframes.
- Maintains an organised approach to daily tasks and changing workloads.

Communication

- Communicates effectively with supervisors and team members, understand and follow instructions.
- Works cooperatively and contributes positively within a team environment.
- Is able to work independently and remain productive without constant supervision.

Adaptability and Initiative

- Demonstrates the ability to adapt effectively to changing priorities, workloads and operational requirements.
- Maintains flexibility with working hours to accommodate the seasonal nature of the business and changing operational demands.
- Demonstrates self-motivation and takes initiative in completing assigned responsibilities.
- Remains calm and effective when working under pressure or responding to changing requirements.

Professional Conduct

- Demonstrates a reliable, responsible and professional approach to work.
- Consistently follows laboratory procedures, work instructions and workplace requirements.
- Immediately reports accidents, incidents and near misses to the supervisor.
- Ensuring required documentation is completed.
- Takes personal responsibility for the quality of their work and for maintaining a clean, safe and orderly working environment.

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