

# Job Description



<b>Division/Department</b>	MedQuest Pharmacy		
<b>Position Title</b>	Lab Assistant		
<b>Reports To Title</b>	Pharmacy Compounding Manager		
<b>*Full Time Pay Class</b>	<input type="checkbox"/>	<b>Exempt</b>	SL/SB, Exemption: <input type="checkbox"/>
			<input checked="" type="checkbox"/> <b>Non-Exempt</b>

\*PT Roles default to Non-Exempt, Hourly

## POSITION OVERVIEW

The Lab Assistant organizes, cleans and otherwise maintains both the non-HD and HD Compounding labs. This employee is responsible for cleaning and/or washing and drying equipment, containers, utensils, and any other items used within the labs and surrounding Compounding areas. The Lab Assistant works with the Compounding team to ensure proper equipment, containers, utensils and supplies are ready for daily use within the labs, and assists with tracking, restocking and/or storing cleaning and garbing supplies inventory.

## RESPONSIBILITIES

### Essential Job Functions

- Is responsible for maintaining the overall cleanliness and organization of the dishwashing and garbing stations
- Cleans and/or washes and dries supplies and tools needed for both Compounding labs and surrounding Compounding areas
- Works in cooperation with the Compounding management team and lab staff to ensure all necessary equipment, containers, squeeze bottles, utensils, and other compounding supplies are ready for daily use within the labs
- Actively communicates any delays or potential issues to the pharmacy team
- Locates and demonstrates general knowledge of Standard Operating Procedures “SOPs”
- Uses proper garbing techniques in accordance with current MedQuest SOP guidelines
- Assists in monthly cleaning of both Compounding labs
- Rotates with other Lab Assistants to wash, dry and store laundry for the Compounding labs
- Understands and locates Safety Data Sheet “SDS” guidelines for maintaining safety and managing safety events
- Performs a daily and weekly check of the following tasks: making copies, filing, checking inventory, restocking, locating and tracking needed items, and checking for expired products
- Works together with all team members to promote a community of cooperation and respect

### Additional Duties

- Provides occasional backup to MedQuest Pharmacy’s shipping staff, preparing pharmacy orders for shipment as needed, according to standard shipping procedures
- May assist with additional cleaning projects and assignments throughout the building, as needed
- Has the option for Forklift Certification and may perform related duties in a back-up capacity

## REQUIREMENTS

- Able to successfully learn and perform essential functions of position as outlined above
- High School education
- Prior experience cleaning in a healthcare setting is preferred but not required
- On-site presence, consistent and reliable attendance
- Able to successfully prioritize and manage various time-sensitive job duties

- Able to work independently, strong sense of urgency and follow-through
- Good verbal and written communication skills
- Strong organizational skills with attention to detail
- Able to routinely lift up to 25 lbs. and occasionally lift up to 35 lbs.
- Satisfactory background check results\*

\*Federal law prohibits the employment of any person in a pharmacy role with access to controlled substances, if that person has been convicted of a felony offense related to controlled substances.

<b>Date Reviewed</b>		
<b>Employee Name/Signature</b>		
<b>Manager Name/Signature</b>		