

**JOB DESCRIPTION**

<b>Title</b>	Laboratory Operations Associate 2	<b>Date</b>	07/2022
<b>Location</b>	Davis, California	<b>Status</b>	Regular full time

**POSITION SUMMARY**

GreenVenus, LLC is focused on accelerating innovation in agriculture with proprietary products and platforms enabling sustainable food production for a growing population. With next generation Botticelli™ plant propagation, new breeding techniques, and technologies for gene editing in recalcitrant crops, GreenVenus seeks to improve the quality of food for consumers while preserving valuable natural resources.

The Laboratory Operations Associate 2 will be responsible for providing a range of services to support GreenVenus. As the foundation of research operations, lab support is critical to processes in all labs and this position will interact with scientists and operations daily.

**JOB REQUIREMENTS AND RESPONSIBILITIES**

- Lab support
  - Laboratory equipment maintenance, including cleaning, calibrating, and/or ensuring accessories are organized, neat, and maintained in good condition.
  - Maintains a chemical inventory list and ensures chemicals are stored in compliance with federal, state, and local safety regulations. Identifies, classifies, labels and stores hazardous waste for disposal.
  - Maintains Material Safety Data Sheets (MSDS) online in accordance with corporate guidelines
  - Housekeeping duties to ensure general use areas and equipment are kept clean and neat.
  - Participates in the On-call response team.
  - As needed, labware washing duties, including collection from the lab, washing in an industrial lab dishwasher, screening and redistribution clean labware.
  - Inventory of all standard and custom laboratory consumables; ensures supplies and consumables are kept at acceptable levels.
- Facilities and Purchasing
  - Assist with obtaining bids for repairs and maintenance of the building systems and equipment
  - Assist with scheduling and coordinating contractors.
  - Responsible for purchasing supplies for company.
  - Includes ensuring company discounts are applied, obtaining competitive bids, correct coding of purchases, timely entry into the purchasing system.
  - As needed, set up new vendors and coordinate returns.
- Assist with controlled plant growth operations
  - Washing and sanitation of plant vessels.
  - Assist with organizing and stocking of planting supplies and vessels.
  - Assist with the inventory of research plants through labeling, tagging, scanning, inputting, reporting into plant pedigree and inventory management system.
- Participate in the site's safety program (IIPP) including, but not limited to the Environmental Health and Safety Committee, routine inspections, Chemical Hygiene Program (SDS inventory, hazardous waste management, etc.), assist with/conduct (mandatory) safety training (RTU, HIPP, IIPP, etc.), safety orientations, OSHA 300, and related record-keeping, assist with maintaining compliance with City, County, State and Federal safety regulations.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE**

- 3-5 year's relevant experience in a laboratory in an operational capacity
- Experience as a member of an Environmental Health and Safety Committee.
- Experience working in plant-controlled growth environment is preferred.
- Expertise in Microsoft Office suite of programs including Excel, Outlook, Word, etc.

**DESIRED KEY COMPETENCIES**

- Well-developed interpersonal skills and demonstrated ability to work with and coordinate demands from multiple customers, both internally and with partners.
- Attention to detail and ability to effectively perform designated tasks as directed by supervisor or according to a Standard Operating Procedure.
- Proactive and organized; takes initiative to solve problems before they become an issue.
- Ability to handle a fast-paced, busy laboratory environment and manage time efficiently.
- Comfortable maintaining, troubleshooting, reading operating manuals or contacting technical support.
- Strong oral and written communication skills.
- Demonstrates the highest ethical standards, integrity, trustworthiness and has a high degree of personal responsibility.

**WORK ENVIRONMENT**

*Laboratory*

- Frequent: Speaking; hearing; sitting; use of hands/fingers; handling or feeling objects, tools or controls; close vision; color vision; peripheral vision; ability to adjust focus.
- Frequent: Standing; walking indoors; reaching with hands and arms; stooping; kneeling; crouching; lifting and/ or move up to 30lbs.
- General: Moderate noise level, similar to typical office environment with computers, printers and light traffic.

**ADDITIONAL REQUIREMENTS**

- Must be able to pass a comprehensive background check.
- Must be a minimum of 21 years of age

**Work Authorization:** U.S. Work Authorization

**Start Date:** ASAP

**Position:** Laboratory Operations Associate 2

**Compensation:** Salary based on experience

**Location:** Davis, CA, USA

**Instructions:** Email resume and cover letter to [work@greenvenus.com](mailto:work@greenvenus.com) with “Lab Ops Associate” in the subject line.

*GreenVenus, LLC is an Equal Opportunity Employer. The Company considers all applicants for all positions without regard to race, creed, color, national origin, ethnic origin, sex, age, religion, disability, marital status, sexual orientation, citizenship status, or military service.*

*GreenVenus, LLC offers competitive compensation, benefits, and opportunities for advancement.*