



Job Title: Food Safety Lab Specialist **Status:** Full Time, Non-Exempt
Salary: \$37,440-\$43,353

In an effort to increase equity, The Milk Bank lists salary ranges. Most new hires begin at an entry salary level between starting and the 25th percentile. As salary negotiations tend to have an unfair bias, the organization does not typically participate in negotiations outside of this range. Ranges are reviewed bi-annually and benchmarked against regional salary surveys as well as living wage indicators. Salary is one element of a robust compensation philosophy.

Organization/Position Summary:

The Milk Bank (TMB) is a non-profit human milk bank dedicated to combatting infant mortality. TMB provides Pasteurized Donor Human Milk (PDHM) for premature and ill infants across the Midwest via Neonatal Intensive Care Units (NICUs), hospital inpatient units, and outpatient programs. The Milk Bank strives to ensure that every child has access to safe, lifesaving human milk and is committed to helping more infants celebrate their first birthday.

This position is responsible for pasteurizing donor human milk in accordance with standards and policy.

Essential Duties and Responsibilities:

- Processes adequate amounts of milk to contribute to strategic plan, budget and annual targets; Maintains milk loss, waste, and contamination rates per strategic plan, budget and annual targets
- May assist with receiving milk from donors including unboxing, visual inspection, data entry and recording, bagging, storage and disposal.
- May assist with dispensing milk to recipients including order management, milk selection, data entry and recording, packing, and shipping.
- Performs duties in compliance with national accreditation standards and The Milk Bank policies
- Assist with inventory management including organization of freezer. Monitor available milk supply and reorganize as needed.
- Assists with daily lab set up and maintenance including cleaning surfaces, prepping equipment and supplies, monitoring glassware; Follows universal precautions and clean technique including wearing cap, gown, mask, gloves, scrubbing hands.
- Ensure adequate amount of supplies are available for milk processing.
- Assists with related production duties including laboratory, supply prepping and sending, and cleaning.

Required Professional Characteristics:

- Knowledge of or willingness to learn food safety guidelines or be willing to complete training within a designated time frame.
- Knowledge of or willingness to learn the aseptic and clean techniques as well as universal precautions.
- Attention to deadlines, detail, accuracy and organization.
- Excellent time management skills and superb work ethic.
- Demonstrated basic computer literacy and willingness to learn new technology.
- Handles competing priorities while consistently meeting deadlines
- Actively seeks to give and receive constructive feedback
- Requires ability to present or speak in front of peers and public.
- Requires ability to work independently or as a participating member of a team.
- Excellent time management skills and superb work ethic.
- Welcomes other duties as assigned

Experience and Education:

Must have high school diploma or equivalent. Laboratory or food industry experience is preferred but not required.

Environmental, Physical, and Ergonomic Requirements

This position requires sitting and standing for extended periods of time. Work is occasionally performed in an office environment; however, this position is primarily required to work in an aseptic environment. Must be able to work while exposed to moderate/severe heat. Must have sufficient manual dexterity to engage in repeated hand, wrist and arm movements. Must be able to bend, squat and lift up to 50 pounds. This position is often exposed to fumes and human milk. Safety requirements for this position includes the wearing of hair bonnets, gloves, masks, aprons and closed-toed, rubber soled shoes. Must be able to operate standard office equipment (computers, printers, copiers, calculators and fax machines). May be exposed to chemicals or hazardous substances. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

The Milk Bank Values and Culture:

The Milk Bank is a fiercely mission-driven organization that strives to be unwaveringly inclusive and uncompromising champions of science and safety. Each team member understands how work culture shapes daily experiences, influencing how we collaborate, communicate and approach challenges. Successful team members value integrity, customer service, courageous communications, a problem-solving orientation, and positive, growth-oriented mindset.

STATUS	DATE	RESPONSIBLE
Original Date	6/2021	JM
Revised	1/2023	JM/FLK
Revised	4/2024	FLK
Revised	7/2025	FLK