



### **Milk Bank Laboratory Volunteer**

Reports to Lab Supervisor, Lab System Specialist and Pasteurization Technician II.

Laboratory volunteer will assist in the processing of donor milk following guidelines of the Human Milk Banking Association of North America and any other applicable regulatory body ensuring a high level of milk safety and quality.

#### **Responsibilities Related to Pasteurization:**

Duties include but are not limited to the following:

- Follows clean handling technique: Proper handwashing with anti-microbial scrub brush, wears a hair covering, gloves, mask, apron, and removal of inappropriate jewelry
- Follows all Food Safety Guidelines
- Work with other staff and volunteers for daily room preparation following policies and procedures
- Assist Lab staff with maintaining cleanliness of the lab and supportive dirty and clean room task
- Monitors milk as it is thawing to ensure that donor milk stays within required guidelines
- Performs nutritional analysis as needed along with calculating donor(s) nutritional information and documenting on donor's corresponding paperwork
- Assisting with cooling bottles in ice bath, dries bottles, and affixes the correct top label on cap
- Ensures bottle and caps integrity after pasteurization
- Labels each batch with Timeless barcode labels
- Moves approved donor milk batches from the walk-in freezer to the designated approved holding freezer and scan's new location into Timeless
- Double checks bottle counts
- Completes daily, weekly, and monthly cleaning list
- Pulls approved donor milk that is selected by Food Safety Manager on duty
- Appropriate use of the autoclave and record keeping

#### **Additional Responsibilities**

- Assist with shipping and receiving as needed
- Assist with clerical duties as needed
- Assist with mailings as needed
- Assists in making outreach packets as needed