



Job Title: Media Production Supervisor

Reports to: Laboratory Manager

Department: Tissue Lab

Salary Range: DOE

A career at Skagit Horticulture is challenging, rewarding, and satisfying. We accomplish our goals when each individual performs to their full potential while contributing as a valuable team player with others in the organization.

Summary of Duties and Responsibilities:

The Media Production Supervisor will work closely with the Laboratory Manager in performing duties related to media production, inventory, lab hygiene, and lab supplies purchase request.

Primary Duties:

- Supervise 1-3 employees.
- Oversee the organization and upkeep of the media lab workspace, cleanup of media vessels and their storage, prep-work needed for plant production, and inventory of plants, media, vessels, and chemicals.
- Adhere to strict sanitation standards and hold those being supervised by strict sanitation standards.
- Prepare media and stock solutions according to the recipes and follow exact instructions.
- Operate, calibrate, and sanitize all equipment in the media lab daily.
 - Equipment: pH meter, media mixer, autoclave, media clave, scales, etc.
- Test RO Water system weekly with pH and EC meter to ensure no deviation in water quality.
- Quality control and inspection of media while in 2week quarantine.
- Perform weekly inventory of media, bi-weekly plant physical inventory, and monthly inventory of chemicals.
- Record productivity data that will optimize work through put.
- Prepare weekly list of supplies and monthly chemical supplies list for procurement.
 - List includes but not limited to supplies of: office, janitorial, vessel, chemical, production, etc.
- Notify Lab Manager of any equipment malfunctions or abnormalities in the operation of the equipment.
- Work with shipping department to coordinate the delivery of water and supplies from main office, as well as, have the dumpster emptied outside the lab.

Required / Preferred Qualifications:

- Ability to focus with an extreme attention to detail
- Excellent organizational and time management skills
- Enhanced mathematical skills
- High integrity and respect for confidentiality requirements
- Open to learn new skills
- Bilingual Preferred
- Work in a fast-paced environment
- High efficiency in prioritizing daily tasks to reduce unproductive time
- Computer skills: Microsoft Office





Physical requirements:

- Stand for prolonged periods while working repetitive tasks
- Able to lift and carry 25lbs. routinely
- Use stair step ladder

Safety:

- Ensure that all production and maintenance work areas are kept clean and safe.
- Maintain a zero-tolerance attitude for unsafe work practices
- Ensure that a quality, results producing safety program is in place and operating effectively at all times

Benefits:

Skagit offers an excellent benefits package including medical, dental, vision, 401k, and 8 paid holidays.