

# Mill Creek Life Sciences

Job Title: Production Technician I	Job Code:
Department: Production	Job Grade:
Revision Date:	Fair Labor Standards Act (FLSA):

## Company Overview

Mill Creek Life Sciences, Inc. (MCLS) operates in Rochester, Minnesota and seeks to develop new cellular technologies and regenerative medicine therapies. Through our collaboration with research institutions such as the Mayo Clinic, we develop novel and high-fidelity solutions to issues in both clinical practice and research. Our technology extracts powerful growth factors, which stimulate cell growth and wound repair, from human blood products.

## Position Overview

Production technician level I is responsible for end-to-end production; including pre-processing, processing, and post-processing in accordance with FDA GMPs and SOPs to comply with regulatory requirements and assist other groups including compliance. The production technician I personnel are qualified by training, education, and experience to perform end to end processing defined manufacturing activities.

## Essential Job Functions

- Clean equipment and maintain equipment following established SOPs and FDA GMP guidelines
- Validate equipment per established SOPs and FDA GMP guidelines
- Coordinate and stage materials and supplies for production
- Complete documentation and maintain records
- Check in materials and supplies following established SOPs and FDA GMP guidelines
- Perform routine cleaning and maintenance of facility
- Performs pre-processing activities for product manufacturing in compliance with internally defined requirements and FDA GMP guidelines
- Prepares product for shipping following established SOPs and FDA GMP guidelines
- Performs facility monitoring in compliance with internally defined requirements and GMP guidelines
- Reports deviations and non-conformance to internally defined requirements and GMP requirements to MCLS leadership
- Perform manufacturing process using SOPs and FDA GMP guidelines
- Performs research and development activities as designed by Senior Scientist
- Operates centrifuges, pH meters, conductivity meters, and other environmental monitoring
- Document according to SOPs and FDA GMP guidelines
- Weigh, measure and check raw materials to ensure batches meet release criteria

## Non-essential Job Functions

- Attention to detail
- Adheres to high standard of personal and professional conduct
- Maintains confidentiality of sensitive oral, paper-based, and electronic information
- Complies with MCLS defined policies, processes, and procedures in the conduct of routine activities
- Maintains competency in FDA Good Manufacturing Practices

- Shares knowledge and information to assist in education and training MCLS staff
- Maintains and enhances profession/competency skills

#### **Requirements**

- Associate or Bachelor's degree in chemistry, biology or physical sciences or Medical Technologist/Medical Laboratory Technician (American Society of Clinical Pathologists) certification or equivalent
- Must be capable of working in a clean room environment in clean room attire
- Must possess good communication skills and be able to work closely with others
- Must be able to accommodate scheduling adjustments, off shifts, holiday, on-call, and weekend work assignments
- One year of experience is preferred as appropriate to assigned work area
- Previous FDA GMP experience preferred or willingness to complete course work within 3 months

#### **How To Apply**

- To apply please send a resume and cover letter to [info@millcreekls.com](mailto:info@millcreekls.com).

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.