



## Milk Processing Sanitation Assistant

**Do you love to make things sparkle? Do you take pride in making a workspace as sanitary as possible? Do you believe that babies deserve the best possible start in life? Consider joining our team at Northwest Mothers Milk Bank. We are a mission-focused organization who work to ensure that fragile babies receive the best nutrition possible.**

**The Milk Processing Sanitation Assistant** assists the Milk Processing Staff in activities supporting the safe and accurate processing of donor human milk. The primary focus of the position is on maintaining a clean work environment, including dishwashing, sanitation, laundry, autoclaving, and scheduled cleaning maintenance. Duties also include re-stocking of supplies for the processing area and duties as assigned. The milk processing sanitation assistant can independently prioritize the tasks to be done daily and weekly.

**Employment Status:** Full-time

**Location:** Tigard, Oregon (on-site)

**Schedule:** 36-40 hours per week (M-F), occasional weekend

**Start Date:** Immediate, pending interview process.

**Compensation:** \$20/hr

### Duties and Responsibilities

Assisting staff in the processing, maintenance, and distribution of donor human milk, which includes:

- Strong commitment to safety and cleanliness.
- Cleaning and sanitation of supplies used in milk processing including flasks, beakers, and bottles.
- General upkeep of work areas in processing; including deep cleaning of surfaces, floors, freezers, and countertops.
- Follow a cleaning maintenance schedule for the milk processing area.
- Provides in-house laundry service.
- Daily re-stocking of items utilized by the Milk Processing department.
- Maintenance of records including temperature recordings.
- Maintenance of table-top autoclave.
- Assisting with receiving and unpacking of milk donations per policy.
- Duties as assigned.

### Minimum Requirements

- The candidate must be able to work both independently and in a collaborative group environment.
- Current Oregon Food Handler's Card
- Experience with housekeeping and/or dishwashing.
- A High School Diploma is required. Knowledge of working in a food processing facility or commercial kitchen is desired.
- Knowledge of Basic Computer skills such as Word, Excel and Outlook are helpful.
- This position requires the candidate to be able to stand and maintain active pace for several sustained hours and must be able to bend and lift 40-50 pounds
- Job requires individual to recognize and prioritize work tasks and to take direction from the milk processing technicians and milk processing coordinator, when necessary.
- Strong desire to maintain a clean work environment that complies with Good Manufacturing guidelines in a food processing facility.

**About us**

Northwest Mothers Milk Bank is a community-based, nonprofit, human milk bank affiliated with the Human Milk Banking Association of North America, serving hospitals and families in Oregon, Washington, Alaska and beyond. Our mission is to improve the health and survival of the Northwest's most vulnerable babies. Based in Portland, Oregon we carry out our mission through the safe collection and distribution of human donor milk, education, advocacy, and research.

Please provide a current resume to [jobs@nwmb.org](mailto:jobs@nwmb.org) for consideration.

Candidates may be asked for examples of written communications and content creation prior to the interview process. The position will close after receiving a pool of applicants. We are looking for someone to join our team immediately, pending interview process, reference checks and background screening.

Out of respect for the milk bank staff, please do not call the milk bank directly.