

Position Announcement: Milk Processing Technician

Department: Milk Processing

Status: Part-Time

Schedule: Monday–Friday, 11:30 a.m.–4:30 p.m.

Hours: Approximately 25 hours per week

Compensation: Starting at \$20.00 per hour

Position Overview

As a key member of the Milk Processing Team, the Milk Processing Technician plays a vital role in ensuring the safe, accurate, and efficient processing of donor human milk. This position supports evidence-based practices and adheres to industry standards to maintain the highest level of quality and safety.

Essential Responsibilities

- Monitor and maintain clear, accurate records for all phases of milk processing
- Ensure milk processing procedures meet established safety and accuracy standards
- Work both independently and collaboratively to accurately and efficiently process milk assigned on each processing day
- Prepare, clean, and sanitize all equipment used in the milk pasteurization process
- Follow established protocols to execute all steps of milk processing
- Maintain a safe, clean, and sanitary work environment at all times

Required Qualifications

- High school diploma or equivalent
- Current Oregon Food Handler's Card
- Ability to stand and maintain an active pace for several sustained hours
- Ability to safely lift up to 40 pounds
- Demonstrated ability to work independently as well as collaboratively within a team
- Basic computer knowledge and data entry skills

Preferred Qualifications

- Associate or bachelor's degree
- Technical experience in laboratory practice, biological research, or food processing



Ideal Candidate

The ideal candidate is a **motivated, reliable team member** who takes pride in their work and consistently meets high standards of accuracy and safety. They are someone who:

- Demonstrates a strong work ethic and takes ownership of assigned tasks
- Maintains focus, efficiency, and attention to detail in a structured, fast-paced environment
- Works well both independently and as part of a collaborative team
- Follows established procedures carefully while remaining adaptable to daily processing needs
- Is dependable, punctual, and committed to maintaining a clean, safe, and organized workspace

Why Join Our Team

This role offers the opportunity to contribute to meaningful, mission-driven work in a collaborative and supportive environment, while helping ensure safe access to donor human milk for those who need it most.

Northwest Mothers Milk Bank is a community-based, not-for-profit, human milk bank affiliated with the Human Milk Banking Association of North America, serving hospitals and families in Oregon, Washington and beyond. Our mission is to improve the health and survival of the Northwest's most vulnerable babies.

Northwest Mothers Milk Bank is an Equal Opportunity Employer.

If you are interested in and meet the basic qualifications for this position, please send a resume and cover letter no later than Thursday, February 19th explaining why you are a strong candidate to jobs@nwmmb.org.

Please respect the staff and their work at Northwest Mothers Milk Bank and do not contact anyone directly.

We look forward to receiving your resume and letter!