

JOB DESCRIPTION

Dept: Faculty of Science & Horticulture	Working Title: Laboratory Instructor – Brewing and Brewery Operations (702)
Date: June 2014	Job Class: 13

PRIMARY FUNCTION:

The Laboratory Instructor – Brewing and Brewery Operations assists faculty with the overall course delivery by assuming responsibility for instruction, student guidance and assessment (including report marking, where appropriate) in the lab component of any course within the program. She or he is expected to perform with a minimum of managerial supervision by either the Dean/Associate Dean or the faculty.

Special Considerations:

The faculty are ultimately responsible for course delivery and development, including the laboratory portion of any course. The Laboratory Instructor assists the faculty through her or his role in the labs. As such, the Laboratory Instructor may be required to work in direct support of others within the department. Outside of her or his scheduled student contact hours in the lab, the Laboratory Instructor may, as the need arises, be asked by the faculty to provide additional job related assistance.

The Laboratory Instructor – Brewing and Brewery Operations works in compliance with WHMIS regulations and guides students to do likewise. She or he must have read the Laboratory Safety Manual and be aware of her or his potential role and responsibilities in the event of a chemical spill or accident.

JOB DUTIES AND TASKS:

1. Where appropriate, deliver the pre-lab instruction, which includes experimental objectives, methods and/or techniques.
2. Demonstrate the use of instrumentation, glassware and chemicals with respect to practical, technical and safety considerations.
3. Provide ongoing instruction, supervision, tutoring and/or guidance throughout the scheduled student contact time in both lab and field to enable students to not only learn from the experience, but to also complete the work in the set time.
4. Evaluate laboratory reports, quizzes or exams and/or student performance, submit the resulting mark to the relevant faculty and assist faculty in lab or field related student evaluation as required.
5. Order, receive and check materials, supplies, equipment and chemicals required. Maintain an inventory of above. Forward requisitions and other related forms for processing and purchasing. Serve as liaison with appropriate supply companies to gather information and obtain quotes as necessary. Monitor cost of purchases against budget available.
6. Ensure compliance with WHMIS and related government legislation. Obtain and maintain material safety data sheets and labels as per legislation. Store and dispose of chemicals as per above. Develop laboratory safety procedures in conjunction with other members of the department.
7. Advise faculty in laboratory safety procedures, as well as the proper handling and storage of hazardous chemicals and materials.
8. Coordinate the supply and distribution of lab manuals.
9. Responsible for lab set-up and take-down of all required materials, supplies, equipment and chemicals for the lab exercises.
10. Ensure that the lab is maintained in a safe and clean manner.

11. Maintain the lab equipment by performing minor repairs, or initiating procedures for major repairs or replacement as required.
12. Provide instructional assistance to students on lab related topics, when approached, outside of the scheduled student contact lab times.
13. Provide assistance to students, as appropriate, on the use of applicable software.
14. Assist faculty in the evaluation, revision and development of lab exams, lab manuals and student lab experiments.
15. Ensure that students comply with program safety rules and practices in the lab.
16. Participate as a Brewing and Brewery Operations team member.
17. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

Reports to the Dean/Associate Dean, Faculty of Science and Horticulture.

SUPERVISION/DIRECTION EXERCISED:

Assign, monitor and review work of students.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Operate sensitive lab equipment and assist in maintaining and repairing same. Able to carry 25 kg.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. A B.Sc., preferably in biochemistry, microbiology or food science, and equivalent specialized training supplemented by previous related laboratory experience. Experience in the brewing industry would be a distinct asset.
2. Thorough knowledge of the course content, laboratory and field equipment and techniques pertaining to the instruction of Brewing and Brewery Operations.
3. Good knowledge of preventative measures required for the safe operation of laboratory equipment used in Brewery and Brewery Operations, including familiarity with WHMIS.
4. Experience with developing SOP's and HACCP.
5. Experience and ability to do beer sales and report to the appropriate governmental agencies such as the LDB and CRA.
6. Must be Serving it Right certified.
7. Working knowledge of computers and computer applications.
8. Demonstrated problem solving and decision making skills.
9. Ability to work independently and as a member of a team.
10. Ability to communicate effectively in English, both verbally and in writing facts, figures, explanations and procedures relating to course content.
11. Ability to demonstrate proper laboratory and field techniques effectively.
12. Ability to establish and maintain effective relationships with people of varied backgrounds and experience.
13. Must have a valid driver's license and access to a reliable vehicle.

Knowledge Skills & Abilities revised: March 2018
