



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-01

LABORATORY ASSISTANT

Location: Secondary Schools

SUMMARY:

Under the direction of the classroom teacher(s), the supervision of the Administrative Officer(s) or their designate, and the evaluation of the Administrative Officer(s), performs a variety of duties related to the maintenance and operation of the Science and/or Home Economics Laboratories.

DUTIES:

- Maintains accurate and sufficient inventory of chemicals, specimens, materials and equipment.
- Prepares chemicals, stock solutions materials and equipment for labs.
- Labels and organizes safe and secure storage of chemicals, materials, specimens and equipment to meet WHMIS requirements.
- Tests equipment operation to ensure proper functioning and makes simple repairs.
- Organizes for disposal of chemical wastes.
- Arranges clean up of hazardous chemical spills.
- Purchases supplies as authorized.
- May feed and care for small animals.
- Provides care and organization of labs and preparation rooms through provision of equipment and services such as cleaning fridges and stoves, doing laundry, etc.
- Cleans glassware when unusual techniques are required (acid or base baths, sterilization, etc.).
- Maintains lab safety equipment (eyewash fountains, sand buckets, aprons, etc.).
- Conducts year-end inventories.
- May assist in classrooms.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Minimum first year university or college level science

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

Tim Anderson
Secretary-Treasurer

February 7, 1994
Date

On behalf of:
C.U.P.E. Local 801

Celia Fisher
President

February 2, 1994
Date