

## **SCIENCE STOREKEEPER/LAB TECHNICIAN**

### **CLASS SUMMARY**

Under general supervision – prepares and sets up materials for biology and/or chemistry laboratories and classroom demonstrations; orders supplies and maintains inventory for laboratories; and performs related duties as required.

### **REPRESENTATIVE DUTIES**

Reviews course plans with chemistry and biology instructors to determine laboratory needs; works within a budget in selection of vendors and ordering all supplies needed for stock; maintains stockroom and issues supplies by keeping accurate records; organizes materials, mixes chemicals and performs a practice run on experiments for laboratories and class demonstrations; oversees, cleans, and services laboratory equipment and machinery; checks for safety precautions; maintains laboratory areas, natural history museum and greenhouse; supervises several part-time student workers.

### **ORGANIZATIONAL RELATIONSHIPS**

This class generally reports to the Dean but is under the direction of the Department Chair. This class directs several part-time student workers and serves as a liaison between the departments and the vendors of materials for the science laboratories and class demonstrations.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to completion of the standard first and second year college courses in biology and chemistry; or 2 years experience as a laboratory assistant.

#### **Knowledge and Abilities**

Good Knowledge of: the terminology, materials, supplies, equipment and procedures used in chemistry and biology courses; the ordering, receiving, checking, storage and issuance of supplies, materials and equipment used; safety practices with the various chemicals, materials and equipment used.

Knowledge of: business practices related to the files and paperwork of storekeeping; arithmetic.

**SCIENCE STOREKEEPER/LAB TECHNICIAN (continued)**

Ability to: learn or utilize a variety of learning materials and equipment used in biology and chemistry labs, recommend procedures; operate, clean and maintain laboratory equipment; use good English; communicate effectively; establish and maintain effective working relationships with others; supervise and train part-time student workers; follow both technical and general oral and written instructions; perform some specialized demonstrations and experiments in the approved manner independently; oversee and coordinate the use of specialized lab or course areas; keep and maintain records; work carefully and safely with laboratory equipment and supplies; operate within a budget.