

Duties:

Opens boxes received at the laboratory. Removes samples and inserts empty sample bag into the boxes. Reverses address labels and places boxes in mail bags for return to addresser.

Cleans and washes glassware, dishes, pans, etc. Stores washed glass wares and equipment. Performs various tasks in keeping work area and laboratory clean and orderly. Assists in setting up staple apparatus used in routine laboratory testing processes. Makes simple weighing and mixtures.

Skill and Knowledge:

Incumbent must be able to do routine tasks that have a sequence of work steps such as washing items through a series of consecutive steps.

Responsibility:

Incumbent does his work routinely according to established procedures after initial oral and written instructions. His work is periodically checked by a higher grade employee to assure that work procedures and standards are followed.

Physical Effort:

The incumbent frequently lifts and carries objects weighing from 10 to 30 pounds, such as pans filled with glassware. He occasionally handles moderately heavy objects weighing up to 40 pounds such as large containers of supplies. The work requires continuous walking, standing, or sitting and considerable arm and hand movements to operate equipment and to do the preparation work.

Working Conditions:

Work is performed in a well-lighted and ventilated laboratory. Work areas may be hot, humid and noisy due to the operation of equipment such as autoclaves, washing machines and air compressors. There is frequent chance of minor injuries such as cuts, scrapes, burns and the possibility of exposure to contaminated materials.

(This standard job description cites the primary and typical but not all-inclusive duties of the position.)