

ASSISTANT LABORATORY TECHNICIAN

DEFINITION

Assists Laboratory Technician and/or Instructors in the preparation of solutions, equipment and formulas for demonstration and experiment purposes, and with the receipt, processing, storage, preparation and distribution of laboratory supplies, materials, and equipment.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by a classified manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Assists Laboratory Technician in the making and dispensing of molarity, percent, formulas solutions, reagents, strains, dyes, agar plates, slants, nutrients broth, culture media, buffer solution, fixations and preservatives.

Prepares necessary supplies and equipment for laboratory sessions, for day or evening college.

Assists instructors with preparation for demonstration lectures and prepares necessary materials for laboratory experiments.

Assists with preparation of reagents and solutions when needed, and demonstrates techniques.

Established procedures to reduce and refine the amounts of toxic waste materials handled by campus Safety Officer.

Prepares, packages and labels, in accordance with Federal or State requirements, hazardous waste materials from labs for transmittal to and handling by campus Safety Officer.

Monitors and records new, formerly undisclosed, and/or increase in legally permitted amounts of hazardous waste materials, and notifies Glendale Fire Department of same.

Assists with establishing and maintaining computerized inventory systems for laboratory supplies and equipment.

Dismantles equipment, cleans and returns any glassware, utensils and silver-plated trays to storage and returns supplies to stockroom after laboratory sessions and/or special events.

Orders laboratory supplies.

Assists advanced students with experiments and projects.

Assists in the general maintenance of assigned laboratories.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Sterilization, aseptic and related laboratory procedural techniques.

Stock inventory procedures and recordkeeping principles and practices.

Safe techniques for handling and storing laboratory materials, supplies, and equipment.

Laboratory apparatus and equipment uses and operational characteristics.

Familiar with food service utensils, equipment and food classification terminology. (Culinary Arts positions)

Ability to:

Prepare science laboratory demonstration materials and solutions and demonstrate laboratory techniques.

Understand mechanical functions of, make minor repairs to, and use laboratory equipment and apparatus.

Establish and maintain effective working relationships.

Prepare and maintain records and inventories.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

One year of experience in the area assigned in the preparation and demonstration of laboratory materials, supplies, and solutions experimental purposes.

In the Culinary Arts department, one year catering experience and a completed course in sanitation and safety for Culinary Arts is required, in lieu of the above requirement.

Desirable:

Specialized courses in laboratory demonstration and preparation techniques and principles in area assigned.

For the Culinary Arts department, a Culinary Arts Certificate is desirable.

Note:

Some positions in this classification may be required to work 50% or more of the assigned time after 5:00 p.m.