



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Lab Technician</b>
<b>DEPARTMENT:</b>	<b>Science Department</b>
<b>REPORTS TO:</b>	<b>Science Department Head</b>
<b>STATUS:</b>	<b>Term; 15 hours per week</b>

**JOB SUMMARY:** The LCS Lab Technician supports the Science department by assisting with lab preparation, receiving, lab/equipment maintenance, shopping, storage, and clean up. The Lab Tech also ensures WHMIS 2015 compliance and maintains inventory lists and ordering.

### Key Duties and Responsibilities:

- Preparation of Labs/Demo
  - Prepare solutions and reagents as required for labs/demos
  - Gather distribute lab materials for lab
  - Maintain electronic lab/demo prep sheets
- Clean Up of Labs/Demo
  - Return lab specific equipment clean to storage container/bin
  - Top up reagents/dispose of stale solutions
  - Add to order sheet what consumables are running low
  - Check with teacher for clean-up instructions if not inherent or unclear
  - Clean common use glassware and put away in correct location as needed
  - Update electronic prep sheet from teacher feedback
- General Maintenance
  - Check weekly; eyewash/shower stations, Gloves, Alconox, Paper Towel, Hand Soap, Glove recycling
  - Monthly, Semester End, Year End - to do list and SOP for cleaning
  - Document consumables and inform Dept Head to order
  - Submit required paperwork, make service calls, submit requisitions when required
  - Maintenance of lab equipment as needed
  - Manage and process hazardous waste according to guidelines
- Receiving and Inventory
  - Receive all orders and check contents for accuracy and shipping damage
  - Sign and date packing slip and submit to Dept Head
  - Date all chemicals and consumables on reception
  - Maintain inventory of all chemicals on spreadsheets
  - Maintain SDS (Safety Data Sheets) binders
  - Ensure storage meets safety and health requirements, including WHMIS labelling standards
- Shopping and Ordering
  - Plan shopping trips for upcoming labs or labs general consumable needs
  - Access online vendor carts from websites to order equipment or consumables
  - Research best prices for equipment or consumables
  - Submit required paperwork or connect with Dept Head for direction to order
- Other duties as assigned

### Academic/Educational Requirements:

- Laboratory Technician training or strong science background;



- WHMIS training recommended;

**Additional Qualifications/Skills**

- Google Drive, Sheets, Computer skills;
- Good organizational, communication and management skills;
- Able to work independently.
- Ability to take direction from a supervisor and work effectively as a team member.
- Desire to keep a clean and safe workplace;
- Ability to maintain an awareness of safe work practices;
- Ability to multitask and maintain and follow a daily/weekly routine;
- Good organizational and people skills;
- Ability to interact positively with staff and students during the school day;
- Excellent safety attitude and record;

**Other Requirements:**

- Have a sincere love for Jesus Christ evidenced by lifestyle, including regular attendance at weekly church services;
- Give evidence of a strong commitment to Christian faith in belief and practice, and be in agreement with LCS' Mission, Vision, and Core Value statements;
- Be willing to sign and adhere to the LCS Statement of Faith and Lifestyle Commitment and demonstrate confidentiality relating to all school issues;
- Provision of a Criminal Record Check and Vulnerable Sector/Child Abuse Registry Check

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.