

Job title: Laboratory Stock Keeper

The Laboratory Stock Keeper is responsible for a variety of non-technical services in support of the teaching laboratories and is working under the supervision of the technical staff, directly reporting to the Technical Supervisor of the Department. Newly hired students or students that previously held Laboratory Stock Keeper positions other than the one being offered will be trained as required by the technical staff.

Responsibilities of a Laboratory Stock Keeper

- Distribute equipment and chemicals to students at the beginning and during the lab period
- Collect and verify that the equipment returned to the stockroom by students is in a good condition
- During the lab period, maintain lab cleanliness (e.g. fume hoods, benchtops, lab and stockroom shelves and cabinets) and equipment (e.g. balances, melting point apparatus, rotary evaporators, vacuum pumps)
- Record any broken glassware or equipment (UV cell, polarimeter cell) in the student's locker card
- Re-stock supplies (i.e. Kimwipes, towel papers, etc.) in labs
- Notify the technical staff of any deficiencies (e.g. malfunctioned equipment, shortage of chemicals, breakage of equipment, full waste containers)

Safety requirements in the workplace

- Wear personal protective equipment at all time (e.g. lab coat, safety glasses)
- Know the location of the SDSs and be familiar with the SDS of each chemical that you work with
- Read chemical labels and understand the pictograms (symbols) and information printed on them
- Be familiar with the lab workspace
- Use fume hoods when transferring chemicals
- Handle sharps (needles, syringes with or without attached needle, Pasteur pipettes, cover slips and other broken or unbroken glass) with care and dispose of them properly
- Contact the technician immediately if there is a problem in the stock room or in the lab e.g. injury, chemical spill, breakage of glassware
- Inform the technician if you need to leave the lab

Key qualities

- Have the ability to follow instructions and apply safety practices when working with chemicals
- Have the ability to relate well with students and technical staff