

Job Description

Murray State University
Department of Chemistry
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Attention: Beth Brubaker

Job Title

Stockroom Attendant

Duties and Responsibilities

A stockroom attendant is responsible for maintaining normal stockroom operations. This includes proper distribution of materials, including chemicals. The stockroom attendant must maintain accurate records of all transactions, and should notify the lab coordinator when inventory of supplies or chemicals suggests a need for ordering. The stockroom attendant must follow appropriate safety guidelines at all times. Stockroom employees should limit access to the chemical stockroom except as authorized. Stockroom attendants are responsible for all stockroom housekeeping. Stockroom attendants will be asked to perform safety and housekeeping functions in instructional laboratories throughout the department. Stockroom attendants will often be asked to perform errands on campus (usually delivery of orders or similar tasks).

Education and Training Requirements

Minimum Educational Requirements

Should have completed or be enrolled in a college chemistry course.

Hazard Communication or other Safety Training

Each attendant must complete the basic hazard communication training. Testing will be performed annually, which may indicate a requirement for additional training.

Special Skills Required

None.

Other

First Aid training is recommended, but not required. On-the-job training will be provided for specific tasks.

Personal Protective Equipment Requirements

Eye Protection:

Appropriate safety eyewear must be worn when dispensing any chemical, washing dishes, cutting/heating/applying pressure to glass, performing any other job that might result in eye contact with chemicals or debris.

Clothing:

In general, provide use good judgment in choosing clothing for lab work. The Department of Chemistry assumes no responsibility for damage to clothing. Provide adequate skin coverage. Shorts are not appropriate lab attire. Lab coats or aprons provide additional personal protection and may provide protection to clothing. Disposable lab coats may be obtained from your supervisor. Shoes should completely enclose the foot.

Gloves:

Gloves should be worn for some specific tasks in the laboratory. For dispensing most solid materials, lightweight latex gloves may provide adequate protection from accidental skin contact. For dispensing hazardous liquids, heavier gloves with suitable resistance to the material are recommended. Your supervisor may recommend and provide gloves for specific situations.

Position Data

Salary: \$5.15 per hour

Typical hours per week: 4 minimum

Position Duration: One semester

Other Benefits: None.