**Title:** Chemical Storekeeper 1

**Pay Scale Group:** 26

**Essential Function**

Maintain chemical or pharmacy storeroom; distribute and maintain chemicals and laboratory equipment, mix chemical solutions; maintain related records.

**Characteristic Duties**

1. Request, receive store and distribute chemicals, drug products, supplies and laboratory equipment in chemical or pharmacy storeroom; verify the quantity and identity of supplies that are received; control flow of materials; provide over-the-counter service for students and staff requiring laboratory/pharmaceutical materials.

2. Set up, maintain, clean, and make minor adjustments to laboratory equipment; responsible for cleanliness and security of storeroom.

3. Mix, bottles and label chemical solutions; prepare and codes unknown reagents; use instruments such as analytical balance to make intricate measurements.

4. Maintain records relating to receiving, storing and distributing chemicals and equipment; maintain records of locker assignments.

5. Advise personnel regarding the safe storage of supplies. Supervise and train student assistants in chemical store clerk duties.

6. Operate electric pallet truck and forklift to stock and deliver items. Store and deliver gas cylinders; connect and disconnect gas cylinders from laboratory machines and respiration devices.

7. Take inventory of storeroom stock. Remove items from inventory before expiration date.

8. Perform related duties based on departmental need.

**Unusual Working Conditions**

- Exposed to dangerous chemicals.

**Minimum Qualifications**

- High school/GED diploma plus 1 course in chemistry and 6 months storeroom experience or 6 months chemical storeroom experience.

**Last updated:** January 1999

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