Title: Chemical Storekeeper 2

Pay Scale Group: 29

Essential Function

Oversee chemical storeroom; order, receive, stock, mix and distribute chemicals and laboratory equipment; supervise employees and students in the storeroom.

Characteristic Duties

1. Oversee chemical storeroom and supervise employees and students who work in the storeroom. Advise personnel regarding safe storage of supplies.

2. Order chemicals, inert gases, and other laboratory supplies and equipment. Receive shipments and check condition; store chemicals and laboratory equipment.

3. Distribute or deliver chemicals and laboratory equipment; provide over-the-counter service for students and staff requiring laboratory equipment.

4. Set up, maintain, clean and make minor adjustments to laboratory equipment; responsible for cleanliness and security of storeroom. Mix, bottle and label chemical solutions; prepare and code unknown reagents; use instruments such as analytical balance to make intricate measurements.

5. Take inventory of storeroom stock. Maintain records relating to receiving, storing and distributing chemicals and equipment. Remove items from inventory before expiration date.

6. Perform related duties based on departmental need.

Unusual Working Conditions

- Exposed to dangerous chemicals.

Minimum Qualifications

- High school/GED diploma; 2 years storeroom experience, to include at least one year in a chemical storeroom.

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