



# *Provincial Job Description*

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**TITLE:**  
**(259) Laboratory Services Worker**

**PAY BAND:**  
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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Decontaminates, cleans and disinfects laboratory glassware/equipment and disposes of biohazardous waste. Performs clerical duties.

**QUALIFICATIONS:**

- ◆ Grade 12

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Basic computer skills
- ◆ Ability to work independently

**EXPERIENCE:**

- ◆ Previous: No previous experience.

## ***KEY ACTIVITIES:***

### **A. Decontaminate / Clean / Disinfect**

- ◆ Collects, disinfects, sterilizes, cleans, sorts, and returns glassware/plastic ware and supplies.
- ◆ Cleans and disinfects work area(s) and various equipment (e.g., autoclaves, fridges, processors, freezers, counters, shower).
- ◆ Collects contaminated/biohazardous waste and ensures proper decontamination and disposal, as per departmental procedures and policies.

### **B. Clerical**

- ◆ Prints labels.
- ◆ Files photocopies and faxes reports.
- ◆ Files slides.
- ◆ Receives and logs specimens.
- ◆ Prepares specimens for shipping.
- ◆ Performs data entry.
- ◆ Receives and delivers mail.

### **C. Related Key Work Activities**

- ◆ Conducts regular checks to ensure inventory is adequate.
- ◆ Orders and stocks supplies, including reagents.
- ◆ Disposes of expired reagents and other date-sensitive products.
- ◆ Maintains daily/weekly record of reagents prepared and equipment cleaned.
- ◆ Records temperatures of fridge/freezer/paraffin for quality control.
- ◆ Mails out supplies and requisitions to physicians' offices (e.g., cytology, pathology, histology).
- ◆ Maintains slide inventory (retrieval and filing).
- ◆ Prepares formalin jars.
- ◆ Performs Quality Control procedures on sterilization and glass wash equipment.
- ◆ Maintains Quality Control logs.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Packages/wraps instruments/equipment for sterilization, where required by the job.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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*Date: 2005*

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