



Provincial Job Description

TITLE:
(259) Laboratory Services Worker

PAY BAND:
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FOR FACILITY USE:

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
- ♦ Basic medical terminology
- ♦ Ability to work independently

EXPERIENCE:

- ♦ Previous: No previous experience.

KEY ACTIVITIES:

A. Decontaminate / Clean / Disinfect

- ◆ Collects, disinfects, sterilizes, cleans, sorts, and returns glassware/plasticware 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, scans 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 18, 2025