



PM STOCKROOM CLERK

SALARY GRADE: [C2-35](#)

POSITION CHARACTERISTICS:

Position reports to the Dean, Physical Sciences, Math, and Engineering at De Anza College. Academic Day assignment. Monday through Thursday 7:30 PM to 10:30 PM. Not to exceed fifteen (15) hours per week.

DUTIES:

1. Prepare and set up tools, equipment materials for demonstrations, experiments and instruction for assigned evening labs; inspect lab for safety hazards and make corrections as necessary.
2. Hand out lab instruments, materials and equipment to students.
3. Prepare and maintain a variety of records related to laboratory equipment check out procedures for students.
4. Operate a variety of laboratory equipment; perform minor repairs as needed.
5. Perform a variety of clerical duties and related duties as assigned, including hazardous waste labeling and disposal.
6. Maintain stock of required hazardous materials; assure proper compliance with federal and State hazardous materials laws.

MINIMUM QUALIFICATIONS:

High School Graduate; successful completion of lower division chemistry sequence (Chem 1A, Chem 1B, Chem 1C, Chem 12A, Chem 12B, Chem 12C.)

EMPLOYMENT STANDARDS:

Knowledge of:

1. Computers, including familiarity with Word, Excel, and ClipArt.
2. Oral and written communication skills.
3. Interpersonal skills using tact, patience and courtesy.
4. Hazardous waste labeling and disposal.

Ability to:

1. Demonstrate commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.
2. Establish and maintain cooperative and effective working relationships with others.
3. Order, receive, and maintain chemical supplies and equipment.
4. Plan and organize work.

WORKING CONDITIONS:

Environment:

1. Laboratory environment.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate assigned equipment.
3. Seeing to monitor studio activities.
4. Sitting or standing for extended periods of time.

EEO Code: H-50

Date Created: November 2004