

## **LABORATORY ATTENDANT**

### **Nature of work**

The principal and customary work of the employee in this employment class consists in assisting the teaching and technical personnel and students by preparing and placing at their disposal the material needed for carrying out experiments and activities related to subjects taught, to social, cultural and sport activities and to audio-visual production.

### **Required qualifications**

#### Schooling

To have a secondary school diploma or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

### **Some characteristic duties**

The employee in this employment class performs the duties of labelling, identifying, classifying, maintaining, repairing and adjusting laboratory supplies. He reports defective equipment he is unable to repair. He sets up, dismantles and puts back in place laboratory apparatus and instruments and places at the users' disposal all material required for laboratory sessions, for other academic activities or for social, cultural or sport activities.

He keeps an inventory of supplies, prepares requisitions and, upon receipt of the material, he makes sure that it conforms with the requisition. He carries out the operations related to the distribution and return of equipment, apparatus and tools and, if need be, explains their operation to the users.

He carries out the operations of connecting and switching needed for broadcasting and the production of audio-visual documents.

He may be called upon to collect entrance or rental fees.

If need be, he performs any other related tasks.