

CHEMISTRY DEPARTMENT

Biology Preparation

Biology Learning Center

Building: F Cluster Room: 119, First Floor

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Job Description

Duties may include: Re-stock biology course carts with cleaning and organizational materials, such as soaps and cleaning agents, paper towels, paper copies of the labs, etc.

Cleaning and replacing glassware used by Biology courses on the first floor and in the prep room (F118 and F130) - may contain non-hazardous waste materials, disposed of appropriately

Assisting in the duties necessary to run the Biology Learning Center - signing students in to computers, maintaining an attendance sheet, handing out course materials such as textbooks and models

Assisting in the cleaning and maintenance of the campus greenhouse, F cluster second floor watering, plant maintenance, repotting, etc., under direct supervision

Assisting in the maintenance of the student garden on campus, including seeding, weeding, watering, and harvesting of vegetables, flowers, and herbs, also under supervision.

Creating and maintaining an inventory of prepared and preserved microscope slides in F130 (Biology 1st floor prep room)