

YORK UNIVERSITY
DEPARTMENT OF HUMAN RESOURCES
JOB POSTING - YUSA

JOB TITLE: [Lab Operations Assistant]

JOB CODE: [952064]

DEPARTMENT/FACULTY: [SC-Chemistry]

SALARY BAND: [6]

JOB PURPOSE:

Under the direction of the Operations Manager and in collaboration with senior technical staff, the Laboratory Operations Assistant role helps set up routine laboratory activities for undergraduate courses and assists with maintaining a safe and tidy environment. The role prepares basic laboratory supplies (e.g., stock solutions, equipment) and supports general housekeeping tasks that ensure the smooth functioning of the lab.]

MAJOR AREAS OF RESPONSIBILITY:

1. [Laboratory Preparation and Basic Support]

Percentage of time: [40%]

- A. Assists technicians by gathering, labelling, and organizing basic reagents, glassware, and other materials required for undergraduate lab sessions.
- B. Arranges workstations and equipment under the direction of senior staff to ensure the proper setup of each laboratory class.
- C. Performs routine checks on more straightforward lab instruments (e.g., balances, and pH meters) to confirm they operate correctly and reports malfunctions to the Senior Laboratory Technician.
- D. Provides basic guidance to students on operating standard lab instruments (e.g., using a balance) and on safe handling of common reagents, deferring complex issues or detailed questions to senior staff.]

Contacts: [Operations Manager, Senior Laboratory Technician, Laboratory Technicians, staff, and faculty members, Teaching Assistants, students, York community members]

Reason for Contact: [to receive instructions on set-up; to report equipment issues; to provide limited support to students on routine procedures]

2. [Laboratory Maintenance & Housekeeping]

Percentage of time: [40%]

- A. Performs general housekeeping, including washing and sterilizing glassware (via handwashing or using lab dishwashers), ensuring items are returned to appropriate storage.
- B. Maintains cleanliness of work areas, benches, sinks, balances, and fume hoods, disposing of regular chemical and glass waste according to established protocols.
- C. Under supervision, organizes storeroom, prep room, and washup area shelves, ensuring labels are accurate and caps are secured on reagent bottles, glassware, and chemicals in appropriate locations.
- D. Performs minor upkeep tasks (e.g., wiping spills, refilling cleaning solutions) and promptly communicates more complex or specialized maintenance requirements to senior staff.]

Contacts: [Operations Manager, Senior Laboratory Technician, Laboratory Technicians, Staff, students, Campus Services and Business Operations, Staff in Faculty of Science Stores and Shops, York community members]

Reason for Contact: [To coordinate basic supply needs; to communicate maintenance or repair requirements; to ensure lab cleanliness.]

3. [Inventory & Safety Support]

Percentage of time: 15%]

- A. Monitors stock levels of routine lab supplies (e.g., gloves, paper towels, sample bottles) and replenishes them before each session or as needed.
- B. Follows Health & Safety procedures, updates or refers to Safety Data Sheets (SDS), and assists with routine checks on safety equipment (e.g., First Aid kits, eye-wash stations) as instructed.
- C. Works with the Senior Laboratory Technician to track and reorder chemicals, glassware, and specialized supplies, ensuring adequate inventory at all times.
- D. Maintains basic inventory logs of supply usage, reporting discrepancies or issues to senior staff for budget and planning.]

Contacts: [Operations Manager, Senior Laboratory Technician, Laboratory Technicians, Staff, students, Campus Services and Business Operations, Staff in Faculty of Science Stores and Shops, York community members]

Reason for Contact: [To coordinate ordering and replenishment of lab supplies, communicate safety protocols, and maintain SDS and overall safety compliance.]

Other duties as assigned
Percentage of time: 5%

COMMUNICATIONS:

| | English |
|---|-------------------------------------|
| Basic reading skills (e.g., scanning text, reading forms, etc.) | <input checked="" type="checkbox"/> |
| Basic writing skills (e.g., writing brief notes, completing forms, etc.) | <input checked="" type="checkbox"/> |
| Basic speaking skills (e.g., asking & answering simple or repetitive questions, etc.) | <input checked="" type="checkbox"/> |
| Comprehends written material (e.g., extracting information/details, reading reports/correspondence, etc.) | <input checked="" type="checkbox"/> |
| Writes non-complex documents (e.g., composing factual information/short routine correspondence, taking minutes, etc.) | <input checked="" type="checkbox"/> |
| Sustains conversation on specific topics (e.g., explains standard policies/procedures/services, etc.) | <input checked="" type="checkbox"/> |

PHYSICAL & SENSORY DEMANDS/ENVIRONMENTAL CONDITIONS:

| | | | |
|--|------|--|------|
| <input checked="" type="checkbox"/> VDT Use | [15% | <input checked="" type="checkbox"/> Bending | [10% |
| <input checked="" type="checkbox"/> Prolonged visual attention | [50% | <input checked="" type="checkbox"/> Walking/mobility | [50% |
| <input checked="" type="checkbox"/> Prolonged audio attention | [20% | <input checked="" type="checkbox"/> Extreme temperatures | [1% |
| <input checked="" type="checkbox"/> Hand/finger dexterity | [50% | <input checked="" type="checkbox"/> Loud noises | [10% |
| <input checked="" type="checkbox"/> Prolonged sitting | [10% | <input checked="" type="checkbox"/> Noxious fumes/odours | [20% |
| <input checked="" type="checkbox"/> Prolonged standing | [50% | <input checked="" type="checkbox"/> Toxic chemicals | [20% |
| <input checked="" type="checkbox"/> Lifting and/or carrying (approx. 25lbs/11.5 kgs) | [15% | <input checked="" type="checkbox"/> Verbally abusive | [<1% |
| <input checked="" type="checkbox"/> Other Periods with gloved hands in water | [10% | | |

QUALIFICATIONS:

Minimum level of formal education required:

[Completion of specialized training in a laboratory-related field (e.g. some college-level courses) and introductory chemistry courses at the post-secondary level. A certificate in laboratory techniques is preferred.]

Minimum number of years and type of relevant work experience required:

[At least one (1) year of recent (within the last three years) and related laboratory experience, preferably in an academic setting, using standard lab equipment, handling chemicals, and following established safety protocols. Experience working in chemistry labs is required.]

Skill(s) required:

- [Ability to follow written and verbal instructions accurately.
- Basic proficiency with standard lab instruments (e.g., balances, pH meters, glassware used in chemistry teaching labs) and willingness to learn new equipment procedures.
- Familiarity with WHMIS regulations and safe handling of chemicals; WHMIS Level II preferred.
- Effective organisational skills and attention to detail.
- Team player: willing to collaborate with diverse groups, including students, teaching assistants, faculty, and staff.
- Basic computer literacy (e.g., email, word-processing, simple spreadsheets).

Other:

- Demonstrated reliability, punctuality, and willingness to adapt to changing lab schedules.
- Ability to maintain a safe and clean work environment in accordance with university guidelines.
- Must be able to work occasional evening or weekend shifts if required by lab schedules.]

This position requires the candidate to produce a verification of degree(s), credentials(s) or equivalencies from accredited institutions and/or international equivalents at the time of interview.

JOB SPECIFICATIONS:

Hours of work: [This is a sessional position. The sessional period varies based on laboratory requirements. Generally, Monday to Friday, 10:00 am to 3:00 pm; however, flexibility within a 5-hour workday outside the general work hours will be required to complete laboratory activities, for example, 2:00 pm to 8:00 pm.]]

Summer: [Same]

Occasional overtime will be available

Peak periods for this position: [During the academic terms.]

Vacation restriction: [Vacation may be restricted based on the laboratory schedule, to ensure adequate coverage.]