# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Central Services assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>School of Biological Sciences</td>
</tr>
<tr>
<td>Job type</td>
<td>Technician</td>
</tr>
<tr>
<td>Grade:</td>
<td>3</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Technical Operations Manager</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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</tbody>
</table>

## Purpose of the Post
Based within the technical team of the school, the purpose is to provide routine services to the school in autoclaving (waste and equipment), washing up and sterilisation of laboratory glassware. Also provision of general lab support when required within the School of Biological Sciences.

## Key Tasks
- Coordinate the collection, delivery and/or disposal of materials processed through central services.
- Routine maintenance and care of equipment in central services.
- Prepare and support Applicant Visit Day (AVD) laboratory sessions.
- Assist occasionally with the maintenance of teaching laboratory tidiness, setting up and clearing away of practical sessions.

## Other Duties
- Provide absence cover for stores when required.
- Preparation of standard materials such as media and solutions.
- Assistance with record keeping for autoclave and glasswasher usage.
- Any other duties as required by the line manager or Head of Department commensurate with the grade.

## Internal and external relationships
Colleagues within the school, other technicians, research and academic staff  
Students – undergraduate and postgraduate  
Other departmental technicians across the college  
Service engineers.

As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.