

STUDENT LABOR POSITION DESCRIPTION

Department of Environmental Health and Safety

Most Recently Updated 04/06/05

Position Title: Chemical Inventory Clerk

Must work 10 hrs/wk.

1. Grade Level: 1-4

2. Description: This position is an apprenticeship to Assistant Supervisor of the Department of Environmental health and safety. This position will work closely with the Assistant Supervisor and shall follow the guidelines established for that position.

2a. Description: The following are the essential duties for a Chemical Inventory Clerk in the Department:

- A.** This position will require a background in chemical science sufficient to understand, interpret and assess all components of the MSDS(s), such as; Permissible Exposure limits, Threshold Limit Values, Routes of Entry, Acute and Chronic Health Affects and the like. In addition, the inventory process will require training and or experience on the Chemical Management Database System called the ChemSW program at Berea College. The Chemical Inventory Clerk shall use the above skills to assist the Assistant Supervisor in maintaining current inventory of all hazardous chemicals, materials, supplies and hazardous waste in various areas across campus. The primary responsibilities of this position shall focus on the science division: Agriculture, Biology, Chemistry, Geology, Physics, Technology, Industrial Arts, and Psychology and the chemicals used by the Art Department.
- B.** The Chemical Inventory Clerk shall assist in maintaining current inventory of all Material Safety Data Sheets (MSDSs) for all products inventoried in each area. The MSDS(s) shall be maintained in the specific Department notebooks and shall be incorporated on the Master Chemical list maintained by the Department. MSDS Data will be entered into the ChemSW program.
- C.** The Chemical Inventory Clerk shall assist with safety training sessions for the departments served through this position. The program development and training shall follow the guidelines and criteria described by the Environmental Health and Safety Department.
- D.** The Chemical Inventory Clerk shall assist with periodic laboratory inspections. (Shower and eye wash stations, broken thermometer bottles, first-aid kits, chemical spill clean-up kits, chemical neutralizers, broken glass boxes, & chemical and waste storage.)
- E.** The Chemical Inventory Clerk shall be trained in the testing of chemical fume hoods and shall assist in the periodic monitoring of the local exhaust units. All test results and data shall be given to the Student Director to be entered into the dept. computer as a permanent record.
- F.** The Chemical Inventory clerk shall be knowledgeable in all the chemical Inventory procedures and the Chemical Hygiene Plan

2b. Description: The following are possible additional duties for this position:

Office work- (filing, errands, record keeping, etc.)

3. Learning Opportunities:

- A.** Manager/ Leadership Skills
- B.** How to use Environmental and ANSI standard testing equipment.
- C.** All aspects of the Inventory program

- D. The laws associated with OSHA Lab standard, Hazard Communication and EPA regulations.
- E. All aspects of the Assistant Supervisor duties

4. Basic Qualifications:

- A. General: Able to work in a team oriented environment.
- B. Skill: Organizational and Managerial
- C. Physical: Must be able to work around janitorial supplies, hazardous chemicals, and some lifting.
- D. Academic: Must be a science, technology, or math major

5. Desirable Qualifications:

- A. Preferably a Chemistry major.
- B. Willing to work at least one summer with the Department.

6. Narrative Summary:

Student must be able to understand, interpret, and assess all components of the MSDS and master the Berea College chemical database system. Students will assist with fume hood inspections and assist in periodic monitoring of exhaust units. Students may be asked to participate in safety training for all of the departments served. Students will perform additional tasks as assigned.