

STUDENT LABOR POSITION DESCRIPTION**Dept. of Chemical Hygiene and Scientific Instrumentation**

Most Recently Updated 03/08/99

Position Title: Student Monitor

Must work 15 hrs/wk.

1. Grade Level: 4-5

2. Description: The Student Monitor shall primarily responsible for the upkeep of the building. In keeping with this commitment the Monitor will work with the Student Director in training all janitors.

2a. Description: The following are the essential duties for a Student Monitor in the Department:

A. To perform all testing and monitoring of safety equipment as required by OSHA in all areas served by the department. This would include the following:

- Eye Wash & Safety Showers
- Fire Extinguishers
- Fire Blankets
- First Aid Kits
- Chemical Spill Clean-Up Kits

B. The Student Monitor shall document all checks and shall give the list to the Student Director to be recorded into the dept. computer.

C. The Student Monitor shall maintain current stock of all supplies and products used in the Science Building. All orders and list shall be given to the Student Director for processing.

D. The Student Monitor shall provide job training to the Student Janitors and will be responsible for their overall performance.

E. The Student Monitor shall conduct bimonthly inspections of all room assignments and will convey the results of the evaluations to the Student Janitors by either posting the results or verbally at the labor meetings on Thursday.

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

- A.** Janitorial Duties
- B.** Office work -- filing, record keeping, errands, etc.
- C.** Student Librarian Duties
- D.** Working with the Safety Manager.

3. Learning Opportunities:

- A.** Leadership/Manager Skill
- B.** Organizational Skills
- C.** Teaching Skills
- D.** Computer Skills
- E.** Some aspects about the ChemMist program and MSDS filing

4. Basic Qualifications:

- A. General: Must be able to work in a team-oriented environment. Must have been with the department at least two years.
- B. Skill: Leadership and Organizational Skills
- C. Physical: Must be able to work around cleaning supplies and be able to do some lifting.
- D. Academic: Must be a junior

5. Desirable Qualifications:

- A. Science Major
- B. Worked a summer with the dept.

6. Narrative Summary: