



MBCI is a Christ-centered middle and secondary school, equipping students to learn, love, and engage with the world.

Part-Time Lab Technician Wanted:

MBCI is looking for a conscientious, proactive, and diligent individual with a science background, and a keen interest in preparing for, & cleaning up after, hands-on learning experiences. Someone who is able to embrace the responsibility of managing the science department budget & supplies, all while ensuring the health and safety of students and staff. The MBCI lab tech's job is to keep the practical behind the scenes logistics operating as smoothly as possible to ensure that our science program runs as effectively as possible.

Position is approximately 10 hours per week and has some flexibility. The posting will be filled as soon as possible. Only successful candidates will be contacted.

To apply, please send a resume and statement of faith, to the attention of Andrea Neufeld, at jrogalsky@mbci.mb.ca.

Required Skills Checklist:

- Conscientious, Proactive, Diligent
- Able to work effectively in a team & work independently
- able to follow directions – verbal & written
- Strong communication skill
- Self-motivated with a track record of being able to effectively monitor & manage their time
- Able to consistently complete tasks in a timely and exemplary fashion
- Organized: able to sort, store and file materials & paperwork in a very neat & systematic fashion
- Mathematical – able to work smoothly with ratio and concentration calculations
- Detail-oriented & meticulous with a safety first perspective
- Have a good character: patient, responsible, honest, & trustworthy
- Computer Skills: Literate in Excel, digital word processing, and e-mail is essential
- Comfortable sorting, massing, pouring, and mixing chemicals
- Comfortable preparing and cleaning up specimens related to dissection
- Able to create precise standard solutions
- Able to create precise standard dilutions
- Familiar with the use of lab equipment, like hot plates, electronic scales, volumetric pipets, thermometers, etc.
- Creative problem solver

Physical Requirements Checklist:

- Visual accuracy
- Manual dexterity
- Able to climb up on small step ladder
- Lift and carry boxes, leaning
- Reaching & bending
- Able to comfortably tolerate extended periods of standing
- Ability to tolerate and work in spaces with strong odours or smells, especially when preparing or cleaning up after the dissection lab.

Duties:

- **SAFETY**
 - Accident prevention/safety management of the science prep room and classrooms
 - Safety checks monthly – all HS & MS science classrooms and science prep room
 - Have, or take official WHMIS training
 - Keep lab prep area and storage room neat, clean & organized
 - Keep cabinets locked, and keys in a secure locked place
 - Coordinate and supervise waste pick-up twice per school year
 - Record-keeping – labs, safety checks, hazardous waste
- **LAB PREP & CLEANUP**
 - Plan & prepare all labs, and clean up after
 - Clean/wash used lab glassware & equipment then put them away
 - Clean/wash shelves and inside drawers annually, and as necessary
 - Set up/clean up student lab areas in classrooms.
 - Wall cabinets in Rm 3202 – stocked and kept clean
 - Prepare lab dissection specimens, and manage their disposal
 - Plan labs in advance, as much as possible
- **ORDERING & MANAGING OF SUPPLIES**
 - Updating our chemical inventory to the new WHMIS protocols, by 2019
 - Plan & process orders, follow-up, unpack
 - Purchase miscellaneous items, as required, for prep area
 - Keep track of the Science Department Budget on Excel Spreadsheet
 - Inventory of 3 safety cabinets
 - Coordinate supplies for all teacher demos and student labs
- **COMMUNICATION**
 - Regularly communicate with science teachers
 - Communicate with AH/DB – maintenance issues – water temp or other concerns, installation required, paper towels, glass disposal, etc
 - Keep AH informed of any concerns – chemicals, safety, labs, supplies
- **SCIENCE SKILLS & KNOWLEDGE**
 - Working knowledge of periodic table, chemicals, the mole, & concentration
 - Math skills – formula calculations

- Competent with WHMIS and MSDS
 - Expertise in performing tasks with a high level of accuracy & precision
 - Make Standardized stock solutions & dilutions, to ensure available according to standard concentrations.
 - Use of manuals to ensure proper functioning of “machines”
 - Maintain pH temp logR machine
 - Working knowledge of microbiology, DNA, enzymes is desirable
 - Ability to make and pour agar plates, rehydrate DNA and enzymes.
 - Maintain a sterile work environment when handling DNA, restriction enzymes, agar plates and bacterial cultures
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- **Supervised By & Report To: Science Department Head (AH) on a weekly if not daily basis.**