Glassware Attendant

JOB PURPOSE:
Under general supervision, cleans specialized glassware, such as test tubes and Petri dishes, then delivers to designated areas.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
Collects contaminated/dirty glassware and autoclaves to destroy bacteria. Loads, operates, and unloads dishwasher and drying machines. May wash some glassware by hand.

Inspects for defects and watermarks prior to delivering back to designated areas.

Cleans work areas; mops and cleans floors; maintains washing/drying equipment in clean and sanitary condition; performs routine and preventative maintenance on dishwashing machinery; disassembles, cleans, adjusts and reassembles equipment; refers major problems to mechanic.

Maintains awareness of supply levels and informs supervisor when supplies are low. Records materials used and labor required for washing specialized glassware.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to interpret and follow simple oral and written instructions.

Ability to work in team environment as an effective team player and perform work in a safe and efficient manner.

Knowledge of basic sanitation methods and standard kitchen practices.

Knowledge and ability to operate and maintain the specific tools and machinery used in the area of expertise.

Ability to perform work requiring considerable standing and medium-heavy lifting under hot, damp-working conditions.

Ability to successfully complete I.U. EH&S Safety Training.

Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS:
Education: High School Diploma or GED.

Experience: None. Certifications/Licenses:
PHYSICAL REQUIREMENTS:

Sitting, standing, walking, squatting/kneeling, climbing, balancing, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.

WORKING CONDITIONS:

Spends most time indoors with possible exposure to extreme heat when working with dish washing equipment. Possible exposure to distraction/uncomfortable noise levels. Risk of bodily injury from broken glass, mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.