

**NATIONAL LABORATORY SERVICES
JOB DESCRIPTION**

POST: LABORATORY ATTENDANT

MINISTRY OF HEALTH

NATIONAL PUBLIC HEALTH LABORATORY

RESPONSIBILITIES

1. Sterilize all bottles to be used in the serology department on a daily basis.
2. Ensure that all serum tubes used by the laboratory are properly washed, dried, sterilized and are read to be used the next day.
3. Select, wash, dry and sterilized blood tubes used by serology department daily.
4. Cleaning of all slides used in the serology department.
5. Packing tubes into racks making them ready for use.
6. Assist in the washing of blood tubes from other departments.
7. Collect supplies from stores such as tissue, soap, bleach, reagents, etc.
8. Prepare bottles for media.
9. Wash and blend eggs for media.
10. Prepare motors and pessel.
11. Wash and prepare pipettes.
12. Wash splash pans, funnel, plug bottles with cotton and gauze and cap with brown paper.
13. Plug pipettes with cotton wrap in brown paper and place in tins and sterilized.
14. Remove dirty instruments from the media department to wash room for cleaning and sterilizing.
15. Wash the tin sheet that the media is based in and take them back to the department.
16. Operate the autoclave to sterilize the instruments and containers used in the media department.