



Example of Lab Aide Job Description

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Our company is growing rapidly and is looking for a lab aide. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for lab aide

- Retrieves and corrects discrepant information for gynecologic and non-gynecologic specimens
- Prepare non-gynecologic specimens for review by cytotechnologist/pathologist
- Reports to supervisor/coordinator any discrepant information regarding patient information and mislabeling
- Answers phone calls and refers them to supervisor/coordinator when necessary
- Maintains clean and organized area
- Stocks area with essential material needed to perform duties
- Notifies supervisor/coordinator of low/missing supplies
- Performs and documents routine maintenance of the automatic stainer, T2000, and T3000
- Trouble shoot automatic stainer, T2000, and T3000
- Coverslips cytology slides via automated coverslipper or manually

Qualifications for lab aide

- Files and retrieves cytology slides, blocks, and specimen vials as needed
- Discards gynecologic and non-gynecologic specimens as needed
- Receive, check, sign, organize and properly store all department items by stocking in freezer, coolers and storeroom
- Label and date all required or requested items

- Cut out, organize and store manipulatives and game pieces for activities in assigned classes