

CHEMISTRY DEPARTMENT

Biology Preparation

Biology Learning Center

Building F Cluster Room 119, First Floor

Contact Person Molly Heit Phone: (516) 572-7575 ext. 26505

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Job Description

Duties may include: Restock biology course carts with cleaning and organizational materials, such as soaps and cleaning agents, paper towels, paper copies of the labs, etc.

in the preroom (F118 and F130) may contain nonhazardous waste materials, disposed of appropriately

Assisting in the duties necessary to run the Biology Learning Center including students in to computers, maintaining an attendance sheet, handing out course materials such as textbooks and models

Assisting in the cleaning and maintenance of the campus greenhouse, F cluster second floor watering, plant maintenance, repotting, etc., under direct supervision