

approved

STUDENT LABOR POSITION DESCRIPTION

Broomcraft

Most Recently Updated 04/14/99

Position Title: Assistant Student Manager
Must work 10 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for an Assistant Student Manager in the Broomcraft Department:

1. Roll brooms.
2. Braid brooms.
3. Sew brooms.
4. Remove dyed broomcorn from dye baths to dry.
5. Record and track hours worked by students in Broomcraft Department.
6. Supervise other students working in Broomcraft.
7. Teach broommaking to other student workers.
8. Order supplies.
9. Answer the telephone, respond to questions regarding department and sales.
10. Perform other job-related duties as assigned.
11. See that the workplace and environs are clean.

B. The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B.** Training others.
- C.** Supervising others.
- D.** Basics of student payroll.
- E.** Basics of supply ordering.
- F.** Customer service.

IV. Basic Qualifications:

- A.** General: High level of initiative and responsibility; sense of responsibility for entire Broomcraft operation and for successful learning by other students in department; ability to keep confidential information confidential, good attention to detail in record keeping, interest in customer service.
- B.** Skill: Good math aptitude, excellent Broomcraft skills.

- C. Physical: Mobility of arms and legs.
- D. Academic: none.

V. Desirable Qualifications:
none.

VI. Narrative Summary:

Student rolled, braided, and sewed brooms, as well as removed broomcorn which had been dyed from dye bath to dry. Student also performed basic employee accounting for fellow students, supervised and taught other students broommaking skills, ordered supplies, answered the telephone, and responded to questions regarding department and sales.