

approved

STUDENT LABOR POSITION DESCRIPTION

Woodcraft

Most Recently Updated 03/05/99

Position Title: Finishing Room Supervisor
Must work 10 hrs/wk

I. Grade Level: 5

II. Description:

A. The following are the essential duties for a Finishing Room Supervisor in the Woodcraft Department:

1. Hand rub finished items.
2. Weave baskets.
3. Help to train Finishing Room Helpers.
4. Supervise students in the Finishing Room.
5. Assure that all tools and supplies are stocked and available.
6. Assume full responsibility for work area in absence of full-time (non-student)

workers.

7. See that the workplace and environment are clean.
8. Perform other job-related duties as assigned.

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

III. Learning Opportunities:

- A. Management skills.
- B. Supervisory skills.

IV. Basic Qualifications:

- A. General: Thorough knowledge of Finishing Room.
- B. Skill: Outstanding craftsman.
- C. Physical: None.
- D. Academic: None.

V. Desirable Qualifications:

- A. Dependability.
- B. Leadership abilities.
- C. Responsibility.

VI. Narrative Summary:

Student hand rubbed finished items, wove baskets; student also helped to train workers in the Finishing Room, supervised workers; assured tools and supplies were stocked and available, and assumed full responsibility for work area in absence of full-time (non-student) workers.