

approved

STUDENT LABOR POSITION DESCRIPTION
Woodcraft

Most Recently Updated 03/05/99

Position Title: Machine Room Supervisor
Must work 15 hrs/wk

I. Grade Level: 5

II. Description:

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

1. Operate cut-off, band saws, router and jointer.
2. Operate drill press.
3. Prepare pieces for assembly for small craft items.
4. Supervise students working in machine room.
5. Oversee all use of machinery.
6. See that the workplace and environment are clean.
7. 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.** Woodworking skills.
- B.** Machinery operation.
- C.** Management skills.
- D.** Safety skills.

IV. Basic Qualifications:

- A.** General: Previous experience as a Supervisor Assistant.
- B.** Skill: Proficiency in use of machines listed above.
- C.** Physical: Good health.
- D.** Academic: None.

V. Desirable Qualifications:

- A.** Safety conscious.
- B.** Dependable.
- C.** Have leadership ability.

VI. Narrative Summary:

Student operated cut-of, band saws, router jointer, and drill press; and prepared small crafts item pieces for assembly; student also supervised students working in machine room, and oversaw all use of machinery.