

approved

STUDENT LABOR POSITION DESCRIPTION

Woodcraft

Most Recently Updated 03/05/99

Position Title: Packaging Room Assistant Supervisor
Must work 10 hrs/wk

I. Grade Level: 4

II. Description:

A. The following are the essential duties for an Assistant Supervisor in the Woodcraft Department:

1. Package small games.
2. Add accessory items to games as needed.
3. Wax and oil specific items.
4. Crate furniture items.
5. Help to train students new to the packaging room.
6. Help to supervise students new to the packaging room.
7. Prepare finished items for transfer.
8. Prepare materials for shipping.
9. Transfer items to marketing department.
10. See that the workplace and environment are clean.
11. 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.** Training skills.
- B.** Supervisory skills.
- C.** Management skills.

IV. Basic Qualifications:

- A.** General: Self-starting.
- B.** Skill: Have worked as Production Leader.
- C.** Physical: Good physical condition.
- D.** Academic: None.

V. Desirable Qualifications:

None.

VI. Narrative Summary:

Student packaged small games, identified accessory items to be added and added them, waxed and oiled certain items, crated furniture; student also helped to train and supervise fellow student workers in packaging, and prepared finished items for transfer. Student prepared materials for shipping, and transferred them to marketing department.