

approved

STUDENT LABOR POSITION DESCRIPTION

Woodcraft

Most Recently Updated 03/05/99

Position Title: Packaging Room Helper
Must work 10 hrs/wk

I. Grade Level: 1

II. Description:

A. The following are the essential duties for a Packaging Room Helper in the Woodcraft Department:

1. Package small games.
2. Verify items needed to be added to games, and add them.
3. Crate furniture items.
4. See that the workplace and environment are clean.
5. 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. Packaging and preparation for shipping.

IV. Basic Qualifications:

- A.** General: Promptness and dependability; attention to detail.
- B.** Skill: None.
- C.** Physical: None.
- D.** Academic: None.

V. Desirable Qualifications:

None.

VI. Narrative Summary:

Student packaged games, identifying items missing and adding them; student also crated furniture.