

approved

STUDENT LABOR POSITION DESCRIPTION

Woodcraft

Most Recently Updated 03/05/99

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

I. Grade Level: 2

II. Description:

A. The following are the essential duties for a Production Assistant 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. See that the workplace and environment are clean.
6. 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.** Learning waxing and oiling.
- B.** Learning packaging and shipping procedures.

IV. Basic Qualifications:

- A.** General: Previous experience as packaging room helper.
- B.** Skill: None.
- 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; student also waxed and oiled certain items, and crated furniture.