

approved

STUDENT LABOR POSITION DESCRIPTION

Woodcraft

Most Recently Updated 03/05/99

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

I. Grade Level: 5

II. Description:

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

1. Supervise packaging room student workers.
2. Assure standards set by Woodcraft are met.
3. Assume responsibility for work area in absence of full-time (non-student)

worker.

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. Management skills.
- B. Training skills.
- C. Supervisory skills.

IV. Basic Qualifications:

A. General: High degree of individual initiative; effective communications; responsibility.

- B.** Skill: Have worked as a Packaging Room Assistant Supervisor.
- C.** Physical: None.
- D.** Academic: None.

V. Desirable Qualifications:

None.

VI. Narrative Summary:

Student supervised workers in packaging room; assured quality standards were met; and assumed responsibility for work area in absence of full-time (non-student) worker.