

approved

STUDENT LABOR POSITION DESCRIPTION

Woodcraft

Most Recently Updated 03/05/99

Position Title: Sub-Assembly Assistant Craft Supervisor
Must work 10 hrs/wk

I. Grade Level: 4

II. Description:

A. The following are the essential duties for a Sub-Assembly Assistant Craft Supervisor in the Woodcraft Department:

1. Produce sub-assemblies for furniture items.
2. Sanding furniture items.
3. Train sub-assembly room workers.
4. Supervise sub-assembly room workers.
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.** Woodworking skills.
- B.** Training skills.
- C.** Supervisory skills.
- D.** Understanding of furniture-building process.

IV. Basic Qualifications:

- A.** General: Dependability; self-starting.
- B.** Skill: Previous experience in craft area.
- C.** Physical: None.
- D.** Academic: None.

V. Desirable Qualifications:

None.

VI. Narrative Summary:

Student produced sub-assemblies for furniture items and sanded them; student also trained and supervised fellow student workers performing these tasks.