

Job Description

Position Title _____ Date _____

Purpose

Primary Functions (Begin each sentence with a verb)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Reporting to

Anticipated Schedule (some days may require a split schedule)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Comments

Employee Signature _____

Supervisor Signature _____