**JOB DESCRIPTION TEMPLATE**

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| **Title:**  *Title of position goes here* | **FLSA Status**:  *Exemption status (exempt or non-exempt) goes here* | **Shift:** *Indicate what shift the position operates (1st, 2nd, 3rd). If not applicable, you may wish to eliminate this section.* |
| **Reports to**: *Title (not name) of who this position reports to goes here* | **Department:** *Department name goes here (such as Finance / Human Resources / Operations, etc.)* | **Employment Status:** *Indicate if the position is Full-Time, Part-Time, Seasonal, etc.* |
| **Supervisory Responsibilities:**  *State “Yes” or “No” here* | **Location:** *State location of position (may exclude if your organization only has one location)* | **Date Created/Last Evaluated:** *Insert creation date or the last date the position was evaluated here* |
| **Salary:** | | |
| **Summary** *(this could also be called “Objective”)*  *A very brief summary of what the position does goes here. For example: Receives, stores, and distributes material, tools, equipment, and products within Warehouse.* | | |
| **Qualification Requirements**  *You may wish to lead with if shift-work is required of the position and which shift or shifts are applicable. Further sample language may include: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* | | |
| **Minimum Qualifications**  *A bulleted list of essential qualifications (NOT preferred qualifications – that would go on a job posting) goes here. For example:*   * *Education* * *Years of experience* * *Certification* * *Example: Ability to read and interpret documents such as safety rules, operations manual, and written directions.* * *Example: Ability to write reports.* * *Example: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.* | | |
| **Knowledge, Skills and Abilities**  *Use a bulleted list to outline the knowledge, skills and abilities required for the position. For example:*   * *Thorough knowledge of general accounting including thorough skills knowledge plus the application of general accounting theory.* * *Must be proficient in MS Word, Excel, and PowerPoint software programs.* * *Excellent verbal and written communication skills required.* | | |
| **Supervisory Responsibilities**  *List the approximate number of employees that will be supervised along with what type of employees (using their titles).* | | |
| **Essential Functions**  *List the essential functions of the job. This should be a bulleted list of the major duties of the job. This is the section that will be analyzed if an ADA (Americans with Disabilities Act) request is made for a reasonable accommodation. Keep in mind that some duties are minor and need not be listed (they are captured by the “other duties as assigned” disclaimer at the end of the job description). All major and relevant duties should be listed here. Use action words in this section (such as: Administer, Consult, Create, Delegate, Deliver, Motivate, Review, Solicit, Train, etc.).* | | |
| **Physical Demands**  *List physical demands of the position. Sample physical demands include: Strength, stooping, crawling, fingering, hearing, color vision, climbing, kneeling, reaching, feeling, tasting/smelling, depth perception, field of vision, balancing, crouching, handling, and talking.\* Be specific, such as, “Must be able to lift up to 50 pounds frequently.”* | | |
| **Work Environment** *(could also be called “Work Conditions”)*  *Describe the work environment. Examples: exposure to weather, extreme heat or cold, noise intensity level, atmospheric conditions, exposure to electrical shock, exposure to radiation, exposure to toxic or caustic chemicals, wet and/or humid, vibration, proximity to moving mechanical parts, working high exposed places, working with explosives, any other applicable environment conditions. Be sure to describe the work duties that are affected by the applicable work environment (for example, “Operates x-ray equipment. Worker is subject to possible bodily injury from exposure to gamma and neutron radiation).\** | | |

*List any disclaimers here, such as: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.*

*\* U.S. DOL, The revised handbook for analyzing jobs (Washington, D.C.): U.S. Government Printing Office, 1991.*