VOLUNTEER ASSIGNMENT JOB DESCRIPTION FORM

JOB TITLE:

DESCRIPTION OF JOB RESPONSIBILITIES: (DESCRIBE ALL JOB DUTIES)

1. Check the frequency of activity required of the employee to perform the job.

ACTIVITY	NEVER 0 hours per day	OCCASIONALLY 0-3 hours per day	FREQUENTLY 3-6 hours	CONSTANTLY 6-8+ hours
Sitting				
Walking				
Standing				
Bending (neck)				
Bending (waist)				
Squatting				
Climbing				
Kneeling				

Simple Grasping (left hand)		
Power Grasping (right hand)		
Power Grasping (left hand)		

Pushing & Pulling (left hand)		
Reaching (above shoulder level)		
Reaching (below shoulder level)		

- 2. Please indicate the daily Lifting and Carrying requirements of the job:
 - Indicate the height the object is lifted from floor table, or overhead location and the distance the object is carried.

	LIFTING				CARRYING					
	Never 0 hours	Occasionally 0-3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	Height	Never 0 hours	Occasionally 0-3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	Distance
1-10 lbs	0110013	0 0 10013	0 0 10013	0 01 110013		0110013	0.0110013	0 0 10013		
11-20 lbs										
21-50 lbs										
51-75 lbs										
76-100 lbs										
100+ lbs										

Describe the heaviest item required to carry and the distance to be carried:

3. Please indicate if your job requires:

a. Driving cars, trucks, forklifts and other equipment?

b. Working around equipment and machinery?

Yes No (IF YES, PLEASE BRIEFLY DESCRIBE)