



Job Description Development Worksheet

Business Name	Job Title
Address	Department
	Hours, Days and Shift of Work
Work Location	
Position Supervisor	Supervisor of Position Supervisor
Rate of Pay	Other Compensation
Benefits	
Job Summary	
Job Duties / Tasks / Results / Responsibilities	Knowledge, Skills, Abilities Required
Use continuation sheet if necessary	



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Job Description For:

Job Duties / Tasks / Results / Responsibilities	Knowledge, Skills, Abilities Required

Use continuation sheet if necessary



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Job Description For:

Physical Demands / Requirements			Work Environment / Conditions	
Strength: Lifting _____ Carrying _____ Pulling _____ Pushing _____	Climbing Stooping Crouching Crawling Reaching Handling Fingering Feeling Balancing	Talking Hearing Seeing Acuity, near Acuity far Depth perception Color vision Field of vision	Exposure to weather Extreme cold Extreme heat Wet and/or humid Noise Air Quality Fumes, Odors, Dust, Gases	Vibration Mechanical hazards Electric shock High exposed places Toxic / caustic chemicals Biological hazards Animal hazards
Description of Physical Demands (When significant or unusual)			Description of work environment (When significant or unusual)	
Protective Clothing and Devices Required				
Tools or Equipment Required				
Qualifications			Education and Training	
License / Certification			Experience	
Aptitudes, Interests, Temperament				
Roles & Relationships				
Supervisory Responsibility				
Advancement / Promotion Opportunities				
Comments				
Prepared by:		Date:	Approved by:	