Job Description

Student name__________________________________________________________

Business name________________________________________________________

Instructions: Complete this page with the help of your employer prior to completing the objectives portion of the workbook.

JOB TITLE: __________________________________________________________________

OVERALL JOB DESCRIPTION (Described in general terms what is it that you have been hired to do.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Specific Duties (Make a list of the duties you perform or will perform on a regular basis):

1. ______________________________________________________________________

2. ______________________________________________________________________

3. ______________________________________________________________________

4. ______________________________________________________________________

5. ______________________________________________________________________

6. ______________________________________________________________________

7. ______________________________________________________________________

8. ______________________________________________________________________

Hours to be worked each week______________
Rate of Pay ________________________________