

# 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<br>0 hours per day | OCCASIONALLY<br>0-3 hours per day | FREQUENTLY<br>3-6 hours | CONSTANTLY<br>6-8+ hours |
|--|--------------------------|-----------------------------------|-------------------------|--------------------------|
| Sitting                                    |                          |                                   |                         |                          |
| Walking                                    |                          |                                   |                         |                          |
| Standing                                   |                          |                                   |                         |                          |
| Bending (neck)                             |                          |                                   |                         |                          |
| Bending (waist)                            |                          |                                   |                         |                          |
| Squatting                                  |                          |                                   |                         |                          |
| Climbing                                   |                          |                                   |                         |                          |
| Kneeling                                   |                          |                                   |                         |                          |
| Crawling                                   |                          |                                   |                         |                          |
| Twisting (neck)                            |                          |                                   |                         |                          |
| Twisting (waist)                           |                          |                                   |                         |                          |
| Hand Use: Dominant hand Right ___ Left ___ |                          |                                   |                         |                          |
| Is repetitive use of hand required?        |                          |                                   |                         |                          |
| Simple Grasping (right hand)               |                          |                                   |                         |                          |
| Simple Grasping (left hand)                |                          |                                   |                         |                          |
| Power Grasping (right hand)                |                          |                                   |                         |                          |
| Power Grasping (left hand)                 |                          |                                   |                         |                          |
| Fine Manipulation (right hand)             |                          |                                   |                         |                          |
| Fine Manipulation (left hand)              |                          |                                   |                         |                          |
| Pushing & Pulling (right hand)             |                          |                                   |                         |                          |
| Pushing & Pulling (left hand)              |                          |                                   |                         |                          |
| Reaching (above shoulder level)            |                          |                                   |                         |                          |
| Reaching (below shoulder level)            |                          |                                   |                         |                          |

