

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				
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)				

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										
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:

	Yes	No	(IF YES, PLEASE BRIEFLY DESCRIBE)
a. Driving cars, trucks, forklifts and other equipment?			
b. Working around equipment and machinery?			
c. Walking on uneven ground?			
d. Exposure to excessive noise?			
e. Exposure to extremes in temperature, humidity, and wetness?			
f. Exposure to dust, gas, fumes, or chemicals?			
g. Working at heights?			
h. Operation of foot controls or repetitive foot movement?			
i. Use of special visual or auditory protective equipment?			
j. Working with bio-hazards, such as: bloodborne pathogens, sewage, hospital waste, etc.			