|  |  |  |
| --- | --- | --- |
| Job Title: | | |
| Department | Supervisor: | |
| Exempt:\_\_\_\_\_\_\_\_\_\_\_\_  Non-Exempt:\_\_\_\_\_\_\_\_ | Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_ | FT\_\_\_\_PT\_\_\_\_\_  Seasonal \_\_\_\_\_\_\_\_\_ |

**Company Statements**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

**Position purpose**

**Responsibilities/Duties/Functions/Tasks**

**Qualifications**

**Special Position Requirements**

**Preferences**

**Work Requirements**