|  |
| --- |
| 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**