

Job Description Form

Job Title	Work Team Leader?	Division/Department	
	Yes No		
Location	____ part-time ____ hrs.	Date Written	
	____ full-time		
Reports To		Title	
Salary Grade	Salary Range		Shift
Purpose			
Essential Duties			
General Description			
Minimum Requirements			

I have reviewed this job description and have determined that it accurately reflects the position.

Work team leader signature

Date

Employee signature

Date