

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