



Job Description

Job Title: Work Study Internist
Department: Accounting
FLSA Status: Non-Exempt
Reports To: Comptroller
Revision: 05.10.2022
Approved By: Laura Cruz HR Supervisor

Position Summary

This position will observe the staff working with the various shop equipment and measure the amount of time it takes to do each task. This is part time position working 29 hours a week for a period of up to 3 months.

ESSENTIAL DUTIES AND OTHER RESPONSIBILITIES:

- Observe at a safe distance the amount of time employees take to complete task
- Read and interpret directions given on machine operations
- Communicate with other in a professional manner
- Write legibly for others to be able to read easily

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High school diploma
- Must be able to effectively work independently, be well organized, and detail oriented.
- Must be able to interface with others in a professional manner.

LANGUAGE SKILLS

- Ability to read and interpret documents
- Ability to write legibly for others to read easily

MATHEMATICAL SKILLS

- Must be able to add, subtract, multiply and divide whole, fractional and decimal numbers.

REASONING ABILITY

- Apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Handle problems involving variables in a standardized situation.
- Ability to make decisions and know when/where to make concessions.

COMPUTER SKILLS

- Basic level of knowledge of Word, Excel, Power Point and Outlook.



PHYSICAL DEMANDS

- Walk, must be able to move about inside the manufacturing and office and occasionally outside of the manufacturing facility.
- Use hands/fingers
- Sit and stand, must be able to work at a stationary desk that may require sitting or standing.
- Standing on concrete floor and uneven terrain will be required frequently.
- Talk/hear, must be able to communicate with operators and management frequently and exchange accurate information.
- Lift and carry weights of 20 lbs.

WORK ENVIRONMENT

- Noisy
- Non-Air-Conditioned work area
- Busy forklift traffic zones
- Fast paced