

Give us more information about Job No. 1 listed on Page 1. Estimate hours and pay, if you need to.

JOB TITLE NO. 1 ****SAMPLE – CASHIER****

Rate of Pay
\$ 10.00 Hour Day Week Month Year Hours per Day 8 Days per week 5

Describe this job. What did you do all day? (If you need more space, write in the "Remarks" section.)

- *Operate cash register
- *Receive cash from customers for items they buy
- *Compute bills
- *Make change, cash check, issue receipts to customers
- *Record and report transactions

In this job, did you:

Use machines, tools or equipment? YES NO
Use technical knowledge or skills? YES NO
Do any writing, complete reports, or perform duties like this? YES NO

In this job, how many total hours each day did you:

Walk? <u>1 hr</u>	Kneel? (Bend legs to rest on knees) <u>0</u>
Stand? <u>6 hrs</u>	Crouch? (Bend legs & back down & forward) <u>0</u>
Sit? <u>1 hr</u>	Crawl? (Move on hands & knees) <u>0</u>
Climb? <u>0</u>	Handle, grab or grasp big objects <u>6 hrs</u>
Reach? <u>2 hrs</u>	Write, type or handle small objects <u>6 hrs</u>
Stoop? (Bend down and forward at waist) <u>2 hrs</u>	

Lifting and Carrying (Explain what you lifted, how far you carried it, and how often you did this.):

*Lift and carry grocery items from cash register to their cart ranging between 10-50 feet.

Check the heaviest weight lifted:

Less than 10 lbs 10 lbs 20 lbs 50 lbs 100 lbs. or more Other _____

Check weight you frequently lifted: (By frequently, we mean from 1/3 to 2/3 of the workday.)

Less than 10 lbs 10 lbs 25 lbs 50 lbs. or more Other _____

Did you supervise other people in this job? YES (Complete the next 3 items) NO (Skip to the last question on this page.)

How many people did you supervise? _____

What part of your time was spent supervising people? _____

Did you hire and fire employees? YES NO

Were you a lead worker? YES NO