

Summer Worker – Temporary Job Description



Job Title:	Summer Worker – Temporary	FLSA:	Nonexempt
Reports to:	Assigned Supervisor	Pay Grade:	TEMP
Dept./School:	Assigned Department	Revised:	5.23.2024

Primary Purpose

The Summer Worker performs basic clerical, technical, or other duties under the direction of assigned supervisor.

Qualifications

Education/Certification:

- Must be enrolled in high school; have graduated from high school; or have a GED

Requirement:

- Must be at least 16 years of age

Experience:

- No experience necessary

Major Responsibilities and Duties

1. Basic clerical duties including filing, copying, scanning, and sorting
2. Organize offices, warehouses, file rooms, shops, etc.
3. Support technicians with device maintenance and repair and scan serial numbers from devices to add into inventory (Technology)

Other

4. Comply with district policies, as well as state and federal laws and regulations
5. Adhere to the district's safety policies and procedures
6. Maintain confidentiality in the conduct of district business
7. Demonstrate regular and prompt attendance
8. Assume other duties as assigned by direct supervisor and the Superintendent of Schools

Supervisory Responsibilities

None

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

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Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light or moderate lifting and carrying (15 – 44 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.