Job description

Job Title:

Date of this Description:

Job Summary:

**ESSENTIAL FUNCTIONS** of the Job (listed in order of importance):

1.

2.

3.

4.

5.

**MARGINAL JOB FUNCTIONS**:

1.

2.

Skills Required to Perform the Duties of the Job:

1.

2.

Educational Requirements Needed to Perform the Duties of the Job:

1.

2.

Lifting or other physical Requirements to Perform the Duties of the Job:

1.

2.

Licensing or Other Special Certifications Required:

1.

2.

Job Description Approved by:

Signature/Title: Date:

**\*\*\*THE COMPANY RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS “AT WILL.”* QUALIFIED EMPLOYEES WHO, BECAUSE OF A PHYSICAL OR MENTAL IMPAIRMENT THAT SIGNIFICANTLY LIMITS A MAJOR LIFE ACTIVITY, REQUIRE A REASONABLE ACCOMMODATION TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION SHOULD NOTIFY THEIR MANAGER OR HUMAN RESOURCES.\*\*\***