



# VOLUNTEER POSITION DESCRIPTION FORM

(To be completed by Department)

JOB TITLE: Shelver

DEPARTMENT: Library

DESCRIPTION OF POSITION RESPONSIBILITIES: (Describe all position duties, use additional sheets if necessary)

Individual will shelve books and materials, assist in maintaining clean and orderly shelves, recommend books and materials for repair/replacement.

---



---



---



---

1. Check the frequency of activity required of the volunteer to perform the position.

					Lifting/Carrying				
ACTIVITY	NEVER	OCCASIONALLY	FREQUENTLY	CONSTANTLY	ACTIVITY	NEVER	OCCASIONALLY	FREQUENTLY	CONSTANTLY
					Per Day				
	0 HOURS	0-3 HOURS	3-6 HOURS	6-8+ HOURS		0 HOURS	0-3 HOURS	3-6 HOURS	6-8+ HOURS
Sitting			X		1-10 lbs			X	
Walking			X		11-20 lbs		X		
Standing			X		21-50lbs		X		
Bending			X		51-75lbs				
Squatting			X		76-100 lbs				
Climbing					100 > lbs	X			
Kneeling			X						
Crawling		X							
Twisting		X							
Pushing & Pulling			X						
Reaching			X						

2. Other skills or abilities:

---



---



---