



# UNIVERSITY OF MICHIGAN

## STANDARD PRACTICE GUIDE

201.20  
Attachment 1

### JOBS AND TITLES FOR 14-15 YEAR OLD MALES AND FEMALES AT THE UNIVERSITY OF MICHIGAN

OFFICE TYPE WORK	Mail clerk (sorts & delivers mail) no driving Office work (clerical) Occupational therapy aide Desk Clerks (typing and filing) Filing Operating blueprint machine Trimming blueprints Making negatives and positives Errands, on foot or public transportation only Typist-Clerk Switchboard Operator Reception work Calculator work Operating posting machine Adding machine work Stock inventory and storage Observer Messenger - on foot or public transportation only
LABORATORY ATTENDANT TYPE WORK	Lab attendant (hand wash glassware, runs errands, index and catalogue specimens) Drafting, detailing Programmer for computer Computing machine operator
CAFETERIA TYPE WORK	Bussing and counter work in cafeteria Waiting tables Waiters and Waitresses Busboy Checkroom Attendant Serving food Hand washing & drying dishes and silver
CUSTODIAN TYPE WORK	Linen attendant (sorts & delivers linen) no driving Delivers supplies - no driving Errands on foot Janitor work Weeding lawn and garden Laying sod - seeding lawns Pruning shrubbery Watering lawns and shrubbery Loading and unloading trucks Museum attendant



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Car washer - protective clothing to be furnished  
Oiler

### JOBS AND TITLES FOR 16-17 YEAR OLD MALES AND FEMALES AT THE UNIVERSITY OF MICHIGAN

#### OFFICE TYPE WORK

Operate office duplicating machines  
Mail clerk (sorts & delivers mail) no driving  
Office work (clerical)  
Occupational therapy aide  
Desk Clerks (typing and filing)  
Filing  
Operating blueprint machine  
Trimming blueprints  
Making negatives and positives  
Errands, on foot or public transportation only  
Typist-Clerk  
Switchboard Operator  
Reception work  
Calculator work  
Operating posting machine  
Adding machine work  
Stock inventory and storage  
Observer  
Messenger - on foot or public transportation only  
Replacing books on shelves in library  
Reading measuring instruments, making mathematical computations  
& plotting charts

#### LABORATORY ATTENDANT TYPE WORK

Lab attendant (hand wash glassware, runs  
errands, index and catalogue specimens)  
Drafting, detailing  
Programmer for computer  
Computing machine operator  
Making light weight samples weighing about two or three pounds

#### CAFETERIA TYPE WORK

Food Service Worker  
Bussing and counter work in cafeteria  
Waiting tables  
Waiters and Waitresses  
Busboy  
Checkroom Attendant  
Serving food  
Hand washing & drying dishes and silver  
Bellboys  
Grill work - short order cooking only

#### CUSTODIAN TYPE WORK

Linen attendant (sorts & delivers linen) no driving  
Stockman (delivers supplies - no driving)



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Errands on foot  
Janitor work  
Weeding lawn and garden  
Laying sod - seeding lawns  
Pruning shrubbery  
Watering lawns and shrubbery  
Loading and unloading trucks  
Museum attendant  
Car washer - protective clothing to be furnished  
Oiler  
Mixing soap  
Waxing & sweeping floors  
Washing woodwork for floor level  
Hand cutting of padding  
Weighing of soiled linen  
Shoveling snow  
Cleaning garages  
Cleaning out ashes  
Raking leaves  
Hand mowing lawns (prohibited from using power equipment)  
Rolling & marking tennis courts  
Washing walls - floor level  
Grading lawns by hand

RECREATION

Caddies

VOLUNTEER WORK

Reads, otherwise assists patients