

**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)
- 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