

SPG Number:	201.20
Title:	Employment of Minors

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
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) 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