

Sample Job Description: Quality Department Intern



DENVER PUBLIC SCHOOLS
CAREERCONNECT

Summary

Over the course of six weeks, the intern will learn the Quality Department's objectives and procedures while contributing to departmental operations. The intern will be responsible for daily tasks, weekly tasks, and ongoing projects.

Periodically, he or she will have the opportunity to shadow in other areas of the business. In addition to illustrating how the Quality Department fits in with the company as a whole, these shadowing opportunities will expose the intern to potential career paths outside of the Quality Department. The internship will culminate with a final presentation to management describing what the intern learned and the value he or she provided to the company.

Position Details

Job Title	Quality Department Intern
Department	Quality Department
Internship Start Date	06/13/16
Internship End Date	07/22/16
Total Internship Hours	150
Supervisor	Jen Smith, Quality Department Manager
Mentor	John Wilson, Human Resources Manager

Position Requirements

Physical Requirements

- Able to lift at least 25 lbs.

Academic Requirements

- Must have completed 2 years of high school
- Proficient with basic arithmetic and algebra
- Proficient with reading, writing, and communicating verbally in English
- Must have completed 1 high school course on manufacturing or a manufacturing process
- OSHA-10 Certification

Personal Requirements

- Must be at least 16 years of age
- Must be dependable and punctual
- Must demonstrate professional conduct
- Must have a high attention to detail
- Must have considerable problem solving abilities

Position Duties

- Inspect work in process and finished goods against documented quality plan requirements, and decide if product meets quality requirements
- Review operator activities against instructions documented in quality plans
- Document and maintain quality records in hard copy and electronic formats
- Perform warehouse inspections for specified products prior to shipment
- Perform receiving inspections for specified products upon receipt
- Use software tools, social media, cloud computing, and hand inspection tools including micrometers, calipers, scales, etc.
- Adhere to all safety rules and regulations
- Keep work areas clean

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Work Plan

Week 1: On-Boarding

June 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
13	14	15	16	17
<ul style="list-style-type: none"> • Introduction to co-workers • Facility tour • Safety tutorial 	<ul style="list-style-type: none"> • Introduction to daily tasks • Quality Department shadowing 	<ul style="list-style-type: none"> • Introduction to weekly tasks • Introduction to ongoing projects 	<ul style="list-style-type: none"> • Daily tasks • Weekly tasks 	<ul style="list-style-type: none"> • Daily tasks • Weekly tasks

Weeks 2-5: Learning and Operating

Daily Tasks

- Check in with manager
- Review previous shift's quality issues
- Resupply quality stations
- Clean up quality lab
- Report quality issues in a timely manner

Weekly Tasks

- Enter quality data into production management system
- Meeting with manager to discuss solutions to recurring quality issues
- Shadow in a department other than Quality

Ongoing Projects

- Build quality boards for lab and production floor use
- Create quality checklists for machine operators

Week 6: Wrapping Up

July 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
18	19	20	21	22
<ul style="list-style-type: none"> • Daily tasks • Weekly tasks • Project work 	<ul style="list-style-type: none"> • Daily tasks • Weekly tasks • Shadowing in new department 	<ul style="list-style-type: none"> • Daily tasks • Weekly tasks • Project work 	<ul style="list-style-type: none"> • Daily tasks • Prepare for presentation to management 	<ul style="list-style-type: none"> • Presentation to management on value provided and lessons learned