Downloaded from <https://www.velvetjobs.com/job-descriptions/service-staff>

# Example of Service Staff Job Description

Our innovative and growing company is looking for a service staff. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for service staff

* Set up the wireless voice release system for all four trap houses and the manual release system for the 5-Stand Sporting Clay fields
* Check the Clay target trajectory of each trap thrower
* Load trap houses after every 2nd or 3rd round or as needed
* Be available to score at all times during league shooting
* Trappers may be assigned to specific fields
* General cleaning and upkeep of bathrooms, trash, floors
* Develop project scopes, generate and/or obtain cost estimates, and prepare appropriation funding requests
* Establish and maintain partnerships with assigned project manufacturing representatives to execute projects from initial scoping and funding, through detailed engineering and procurement, to startup and commissioning, and final documentation and closure
* Request and coordinate required process and discipline engineering and design resources, whether from the site or corporate groups or outside engineering vendors, to prepare engineering design deliverables and procure equipment, fabricated materials, and services
* Provide support as a discipline engineer for assigned projects, based on engineering degree, background, or experience

## Qualifications for service staff

* Support business leaders in managing change related to technology, product, or process change
* Able to produce results independently collaboratively in a team
* High school diploma and two years' relevant experience or College diploma
* Flexibility to work schedules, an asset
* Requires Bachelor’s degree (in related technical field) or equivalent
* Must have good technical writing abilities