

Example of Shop Helper Job Description

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Our company is searching for experienced candidates for the position of shop helper. 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 shop helper

- Load, unload, and identify materials, machinery, and tools, and distribute them to the appropriate locations, according to project plans and specifications
- Keeping shop stocked and clean
- Parts runner for various parts and supplies for the shop
- Occasionally assisting mechanics with repairs
- Deliver equipment to other shops and project locations
- Assist with detailing, washing, cleaning and sanding equipment
- Help keep shop and yard storage area clean and orderly
- Help on mechanical repairs on trucks and equipment
- Check and prepare service trucks for use
- Clean and pressure wash equipment prior to repairs

Qualifications for shop helper

- Working knowledge of hand tools and power tools such as a grinder
- Ability to read isometric drawings
- Able to read, write and communicate (speak, hear and communicate) English
- Able to lift and carry up to 50 lbs without assistance
- Ability to perform cleaning and janitorial type duties
- This is a temporary job that will finish on August 17, 2017