

# Sequence of Job Duties Form

**Position:** Stock clerk

**Job Site:** J.C. Penny's

- Job duties remain the same
- Job duties vary from day to day:(If checked, complete a separate form for each different sequence; circle day for which this form is completed:

Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Approximate Times	Job Duty
11:00 to 11:05	Punch in
11:05 to 11:15	Meet w/ supervisor and set up work area
11: 15 to 12:30	Price gift merchandise
12:30 to 12:45	Move priced merchandise to stock area
12:45 to 1:00	Set up work area w/ clothing for pricing
1:00 to 1: 10	Break
1: 10 to 2:30	Price clothing
2:30 to 3:00	Deliver clothing to departments
3:00 to 3:25	Clean up work area & sort hangers
3:25 to 3:30	Punch out

**Comments:**

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**Signature:** \_\_\_\_\_