From Barry Moline, BJM Solutions

# AI Job Description SOP

Ask what AI can help with - and what stays human.

**THE PLAY (ONE LINE)**

**Update each job description with the employee, enter it into your AI, ask what tasks AI can help with and what should remain human, then build the helpful ones from the manuals you already have.**

## The prompt

Paste the updated job description, then ask: ***"What tasks can AI help with? And what tasks should remain human?"*** - Barry Moline, who was a CEO for 29 years and ran this with an industrial-laundry group across five kinds of workers.

| 29 yrs | 5 | 2 | 2x / month |
|---|---|---|---|
| Barry as a CEO | worker categories in the laundry group | questions: AI helps / stays human | cross-department AI show-and-tell |

## The 8 steps

1. **Pick one role and pull its job description.** One role, one description. Start where the paperwork, lookups or training are heaviest.
2. **Update it with the person who does the job.** Add and remove tasks together. "That takes a little bit of time, but not a ton of time."
3. **Ask your AI the two questions.** What can AI help with? What should remain human? Save the answer next to the description.
4. **Sort the list with the employee.** Hands-on work stays human: "Somebody's got to turn the screwdriver." Circle what would really help.
5. **Build from the documents you already have.** Upload the operations and safety manuals; have AI build a course with test questions. Run the AI Paste Audit first; a supervisor checks the course.
6. **Translate it into the language people learn best in.** Learn in the stronger language, still talk it through as a team.
7. **Put the manuals in the tech's pocket.** Machine manuals searchable on the phone, at the machine. The fix stays the tech's.
8. **Show it to the team, then do the next role.** Cross-department show-and-tell twice a month, anybody who wants to come.

## Job description worksheet

| Role / task | AI can help | Stays human | First build |
|---|---|---|---|
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- ☐ Job description updated with the employee
- ☐ Human-only tasks marked
- ☐ First build checked by a supervisor
- ☐ Both questions asked and the answer saved
- ☐ Documents checked before upload
- ☐ Next show-and-tell on the calendar

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