

# Temporary Modified Duty Checklist

## Hospitality Industry

### SPECIFIC RESPONSIBILITIES

The following checklist serves as a guide for alternative duties to promote continued work while recovering from illness/injury. All transitional duties should be approved by physician, employer, and Workers Compensation claim adjuster before inception.

- Answer phones-** Take incoming calls and messages
- Cashier in restaurant area-** Run the cash register
- Clean restrooms-** Clean sinks, countertops, toilets, mirrors, refill soap dispenser, restock paper goods
- Clean/wipe menus-** Clean and/or sanitize menus
- Conduct inventory-** Document current supplies
- Dust-** Use a duster to clean tables, fixtures, railings, doors, workspaces
- Empty trash-** Empty trash throughout property and/or parking lot
- File/sort paperwork-** Sort mail, reports, invoices according to office procedures
- Fill condiments-** Refill salt, pepper, sugar, mustard, ketchup, jelly, continental breakfast items
- Fold napkins-** Fold napkins in decorative design and place on table or insert in glassware
- Food expediter-** Ensure that food is grouped for proper distribution to customers
- Food preparation-** Open cans and drain food items; chop, peel, dice, wash and separate food
- Greeter-** Greet customers, seating, hand out menus, refill drinks
- Polish-** Utensils, glasses, fixtures, railings, door plates throughout the facility
- Purge & shred files-** Clean out old files and dispose of unneeded documents
- QA/Safety inspections-** Inspect guest rooms, restaurant areas
- Server-** Serve/remove food for customers
- Set up-** Arrange conference rooms, clean tables, set up silverware, glassware, plates/napkins on tables
- Sort/fold linens-** Sort and/or fold linens in Laundry Department
- Stock shelves –** restock consumables and linens
- Sweep-** Sweep entrances, exits, stairwells, and floors
- Vacuum-** Light vacuuming of common areas, hallways, meeting rooms
- Wash dishes-** Load dishes on racks, slide racks into washer, pull racks out; stack clean dishes
- Wash floors-** Use a microfiber mop to clean debris and stains from the floors
- Wash windows & mirrors-** Use a cloth, spray bottle, and squeegee to clean windows
- Wrap silverware-** Wrap place settings in paper or cloth napkins

### ACKNOWLEDGEMENTS

*I have read this job description and fully understand the requirements set for therein.*

Date: \_\_\_\_\_ Estimated Length of Time for Transitional Duty: \_\_\_\_\_

Physician Name: \_\_\_\_\_ Physician Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_