## 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 expeditor** - 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._

<table>
<thead>
<tr>
<th>Date: ______________________</th>
<th>Estimated Length of Time for Transitional Duty: ______________________</th>
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</thead>
<tbody>
<tr>
<td>Physician Name: ______________</td>
<td>Physician Signature: ______________________</td>
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<tr>
<td>Employee Name: ______________</td>
<td>Employee Signature: ______________________</td>
</tr>
<tr>
<td>Supervisor Name: ______________</td>
<td>Supervisor Signature: ______________________</td>
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</tbody>
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