**Modified Duty Task List: Food Service**

\_\_\_\_ Hostess - Greet and seat customers at tables, hand out menus, and refill drinks. Involves standing, walking, bending, reaching and handling.

\_\_\_\_ Table setup - Clean tables and place clean silverware, napkins, glassware and plates on table. Lifting up to 5 pounds. Involves standing, walking, bending, reaching and handling.

\_\_\_\_ Fill condiments - Refill sugar, salt, pepper, mustard, ketchup, jelly and sugar. Lifting up to 5 pounds. Involves sitting, standing, walking, reaching, handling and fingering.

\_\_\_\_ Wrap silverware - Wrap place settings in paper or cloth napkins. Lifting up to 10 pounds. Involves sitting, standing, handling and fingering.

\_\_\_\_ Fold napkins - Fold napkins in decorative design and place on table or insert in glassware. Lifting up to 10 pounds. Involves sitting, standing, handling and fingering.

\_\_\_\_ Sweep floors - Use carpet sweeper to remove debris from floors. Involves standing, walking, bending, stooping, reaching and handling.

\_\_\_\_ Food preparation - Chop, dice, peel, wash and separate. Open cans and drain food items. Lifting up to 5 pounds. Involves sitting, standing, walking, bending, reaching, handling, grasping and fingering.

\_\_\_\_ Wash dishes - Load dishes on racks. Slide racks into machine and pull clean racks out of machine. Stack clean dishes on shelves. Lifting and carrying up to 10 pounds. Involves standing, walking, bending, stooping, reaching, handling and carrying.

\_\_\_\_ Wash and spray kitchen floor - Use mop, sprayer and hose to clean floor and remove food debris and stains. Involves standing, walking, bending, stooping, handling and reaching.

\_\_\_\_ Food expediter - Verify that food is grouped for proper distribution to customer. May place condiments on plates for distribution. Lifting up to 10 pounds. Involves standing, walking, reaching, handling, grasping and fingering.

\_\_\_\_ Ticket taker/cashier - Take tickets or run the cash register. Involves standing, sitting, reaching, handling and fingering.

\_\_\_\_ Cafeteria monitor - Monitor students during lunch and enforce lunchroom rules and policies. Involves standing, sitting and walking.

\_\_\_\_ Inventory - Perform inventory of food, silverware, kitchen utensils and cleaning products. Involves standing, walking, sitting, grasping and fingering. May require climbing a ladder or stool.

\_\_\_\_ Server - Serve food to students. Lifting up to 5 pounds. Involves standing, walking, lifting and reaching.

\_\_\_\_ Answer phones - Take incoming calls and messages and transfer calls to appropriate extensions. Involves sitting, standing, reaching, handling, gripping and fingering.

\_\_\_\_ File - Sort invoices, mail and reports, and place them in alphabetical or numerical order in appropriate file area. Involves sitting, standing, reaching, fingering, grasping and handling.

\_\_\_\_ Purge or shred files - Clean out old files and dispose of unneeded invoices and correspondence. Lifting up to 10 pounds. Involves sitting, standing, handling and fingering.

\_\_\_\_ Sort invoices and bills - Separate bills or invoices according to office procedures. Involves sitting, standing, grasping, handling and fingering.

\_\_\_\_ Sweep - Sweep parking lot, common areas, entrances, exits and stairwells. Involves standing, walking, stooping, bending, reaching and handling.