

Sample - Light/Transitional Work Schedule - Food Service

Employee: \_\_\_\_\_ Hours 6-1:30 School \_\_\_\_\_

Restrictions: (insert here, such as no lifting over 10 pounds with right arm)

6:00-6:45	Punch In-Fill 3 compartment sink per procedures (On Monday's empty sanitizer bottles and refill with new sanitizer from the 3 compartment sink or when bottles are empty refill from 3 compartment sink). Wash student tables in cafeteria with hot soapy water and sanitize and air dry.
6:45-7:00	Wash any towels that are in washer, fold all towels that are dry and stack neatly
7:00-7:15	Clean employee bathrooms(check towels, soap, sanitizer, empty garbage, clean mirror, toilet and sink)--- Check hand sinks in kitchen for towels, soap and sanitizer
7:15-7:30	15 Minute Break
7:30-8:00	Work entrance door at breakfast, keep students in line and orderly. Assist students with milk and juice and keep lines wiped clean and sanitized.
8:00-9:30	Fill a bucket with hot soapy water and wash the entire student line and cashier line, sanitize the student line and cashier line and let air dry.
8:30-8:45	Manager or designee will instruct employee on what needs to be done for daily prep: bagging carrots & celery, bagging PB&J w/ cheese, cupping canned fruit, bagging washed fruit, bagging muffin, yogurt and cheese, anything else deemed necessary by the manager.
8:45-9:00	Same as above
9:00-9:15	Same as above
9:15-9:30	Same as above
9:30-10:00	Lunch Break
10:00-10:45	Work entrance door until staff member arrives at the beginning of each lunch session. Assist students with milk and juice and also keep the serving line wiped clean. For younger children, put up fruits, salads so they can reach, restock chip stand throughout lunch as needed. Sanitize in between each lunch.
10:45-11:00	15 Minute Break
11:00-12:00	Continue to assist students with milk and juice and also keep the serving line wiped clean. Sanitize in between each lunch.
12:00-12:30	Fill a bucket with hot soapy water and wash the entire serving line and cashier lines, sanitize the entire serving line and cashier lines and sanitize the student pin pads.
12:30-12:45	Remove any gum from underneath the serving lines and cashier lines.
12:45-1:30	Empty bucket of water and replace with hot soapy water and wash all student tables in the cafeteria and sanitize every student table and let air dry. Fill bucket only ½ full if weight restrictions.
1:30	Punch out

\*\*\*Above tasks and times may vary. \*\*\*Other duties as assigned.

I have read and understand the above Workschedule.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Our goal is to assist the employee in transitioning to full capacity. Restrictions will be reviewed after each doctor visit and changes will be made to this schedule if restrictions change. Both the employee and the employer should ensure that restrictions are not exceeded.