LIGHT DUTY JOBS LIST (updated 08/27/24)

ACTIVITY		
Organize papers alphabetically	Y	N
File papers alphabetically	Y	N
Write informal notes	Y	N
Make photocopies	Y	N
Staple papers together	Y	N
Assemble information packets	Y	N
Cut paper with scissors	Y	N
Cut paper with paper cutter	Y	N
Carry package of 5 lbs or less	Y	N
Operate a postage meter	Y	N
Operate an adding machine	Y	N
Operate a hand held calculator	Y	N
Assemble small "flip charts"	Y	N
Stuff envelopes	Y	N
Fold letters	Y	N
Run errands	Y	N
Monitor lunch room	Y	N
Sit and ride bus	Y	N
Stand and ride bus	Y	N
Drive a car	Y	N
Ride in a car	Y	N
Answer the telephone	Y	N
Write phone messages	Y	N

ACTIVITY		
Use touch tone phone	Y	N
Use phone with headset	Y	N
Use phone w/hand free speaker	Y	N
Use paper hole punch	Y	N
Vacuum floors	Y	N
Dust countertops	Y	N
Empty small office waste cans	Y	N
Operate name tag machine	Y	N
Sort/distribute mail	Y	N
Collect/seal/stamp mail	Y	N
Deliver messages	Y	N
Collect/distribute paperwork	Y	N
Mark/tabulate/file articles/records	Y	N
Use letter opener	Y	N
Proofread records and reports	Y	N
Sweep floor with broom	Y	N
Use a typewriter/computer	Y	N
Pick up litter	Y	N
Operate a cash register	Y	N
Make change	Y	N
Listen to students read	Y	N
Read to students	Y	N
Serve food	Y	N

CUSTODIANS

LIGHT DUTY JOBS LIST (updated 08/27/24)

- Sweeping
- Stocking of supplies for bathrooms/kitchen areas
- Inventory custodial supplies
- Inventory parts and tools
- Surface cleaning, counters, phones, computers
- Operating a leaf blower for cleaning
- Mowing lawns
- Trash pick up w/ poke stick grabber
- Touch up paint throughout building
- Inventory parts, supplies, and/or tools
- Pick up trash in yard and lot (outside)
- Inspect fire extinguishers & eye washes
- Make a list of fire extinguishers in the school and their location. Also identify these areas on a map.
- Make a list of all eye wash locations in the school.
- Inventory all chemicals.
- Make a list of each chemical and their location. Also list these locations on a map.
- Inventory first aid cabinets
- Complete a safety inspection of the building
- Sort & deliver mail- assist office
- Make telephone calls / answer telephones
- Shipping (labeling & wrapping)
- Train new employees
- Do light housekeeping and dusting
- Answer telephones
- File paperwork
- Shred documents and making copies
- Update SDS
- Sweeping
- Wash company equipment
- Mow lawns with riding lawn mower
- Create / Update safety bulletin board
- Clean tools
- Inspect tools for any necessary maintenance
- Apply ice thawing agents during winter months
- Inspect flooring for need for maintenance or cleaning
- Create or re-write evacuation maps for department
- Create or re-write instructions for OJI's
- Hall duty- extra eyes and ears to assist monitoring student conduct
- Parking lot security- eyes and ears using a walkie-talkie, pick up trash with a stick
- Video camera monitor- work along with SRO for monitoring
- Cafeteria monitor, helping students open milk cartons and juice boxes
- Fetch and carry for front office, guidance office
- Stuffing envelopes, making phone calls, distributing flyers
- Restroom monitoring, light duty clean up
- Gym locker/art room monitoring – eyes and ears for large class sizes
- Light dusting
- Light sweeping, spot mopping
- Picking up trash with a spear/stick
- Using spray cleaner to wipe down desks, cafeteria tables
- Emptying trash when bag is only ½ full to comply with lifting restrictions
- Clean the sinks in the classrooms, fill soap dispensers
- Clean every water fountain, wipe down computer screens

LIGHT DUTY JOBS LIST (updated 08/27/24)

CUSTODIANS (continued)

- Dust books in the media center to comply with restrictions
- Wash windows- bucket can be placed on a cart to comply with bending/twisting restrictions
- Remove gum from under desks and counter tops, lunch room tables
- Clean graffiti from desks and other surfaces complying with appropriate restrictions
- Work normal job but slower
- Work normal job but with specific limitations

Custodial sedentary work restrictions (mostly or all sitting):
Provide a chair or a chair with rolling wheels. Most of the following tasks should be able to be completed while using a rolling chair.

- Remove scuff marks off the floor (tools used: Long handled scrub brush, long hand with a tennis ball at the end, etc.)
- Clean doorknobs and area surrounding knobs
- Change toilet paper in all dispensaries
- Clean sinks
- Remove dirt from corners with a small broom
- Clean student desk tops
- Remove gum from under the desks
- Remove gum from sidewalks
- Clean chalk trays
- Clean monitors / computer units
- Clean light switches
- Clean walls
- Clean lockers
- Clean book shelves in media center/library
- Clean table tops in medica center, library, lunch room
- Clean cafeteria chairs and benches
- Wash windows (doors or classroom)
- Clean and sweep under sinks
- Remove graffiti
- Dust counters
- Clean cabinet doors
- Clean restroom doors/partitions
- Serves as a hall, lunch room, or parking lot monitor using chair or stool if applicable.

FOOD SERVICES

- Cleaning the dining area
- Wiping down tables
- Cleaning stainless steel
- Lunch room attendant
- Cashier duties
- Prep work
- Roll silverware
- Bus tables
- Dish washing
- Cleaning & maintenance of the kitchen, an office, or restrooms
- Light food preparation that can be performed sitting down
- Inventory pantry, coolers and freezers
- Assist with food purchase orders
- Check off items on purchase order as received in on the truck
- Assist in creating work schedules

LIGHT DUTY JOBS LIST (updated 08/27/24)

FOOD SERVICES (continued)

- Specific food preparation stations can be assessed while sitting on a chair or stool.
- Disposing of trash
- Make sure raw foods are separated from other food items and are stored on an open and clean shelf in a walk-in cooler
- Organize and put away dishes
- Dusting and cleaning of tables, chairs, counters, rolling carts, etc.
- Nonskid mats for slips, trips, and falls
- Stock first aid kits
- Sweep or vacuum

GENERAL

- Parking Lot/Traffic safety monitor
- Shipping (labeling, wrapping)
- Taking inventory
- Trainer/instructor (Experienced employees who are injured that may be able to provide valuable training to less experienced employees)
- Detention Monitor
- Classroom helper
- Playground duty
- Teachers aide
- Translating documents or interpreting at meetings
- Fixing and binding books
- Running errands (going for supplies, parts, materials, etc.)
- Making deliveries
- Workplace clean up, housekeeping, etc.

MAINTENANCE/GROUNDS

- Forklift Preventative Maintenance
- Operate riding mowers
- Weeding
- Light maintenance work
- Parts Inventory
- Update Preventive Maintenance schedule
- Touch-up Painting
- Clean tools
- Clean/organize shops or storage areas
- Fire Watch for welding/torch work
- Tool room/storage checkout
- Cleaning up job site, removal of debris.
- Inspect permanent and/or temporary perimeter fencing and gates.
- Inspect, repair, clean tools and power tools. Make sure power tools are properly grounded and double-insulated.
- Preventative Maintenance on equipment and machinery.
- Inspect ladders, aerial lifts, forklifts, etc.
- Inspect fall protection equipment condition
- Review and improve the district's practice of lockout/tagout procedures.
- Inventory and inspect the storage, proper handling and labeling of materials such as paints, oils, pesticides, waste, etc..
- Painting lines in athletic field

LIGHT DUTY JOBS LIST (updated 08/27/24)

OFFICE

- Placing purchase orders by phone, fax, e-mail etc.
- Shredding documents
- Follow up phone calls, scheduling appointments
- Greeter/receptionist/front desk assistant
- Home visits, providing transportation
- Print center assistant
- Security
- Student mentor, read to students
- Interpreting meetings (English/Spanish)
- Translating documents (English/Spanish)

SAFETY

- Review/Update/Inventory MSDS
- Inspect fire extinguishers
- Inspect eye wash stations
- Inventory and restock the first aid kits located throughout the premises
- Conduct a Job Hazard Analysis/Job Safety Procedures
- Watch safety training Videos
- Assist with safety inspections
- Update safety bulletin boards
- Emergency supply kits
- Review and update the Accident Prevention Program (Safety Manual)
- Prepare safety meeting topics and materials
- Perform and document general worksite safety inspections

TRANSPORTATION

- Bus monitor
- Dispatch assistant
- Washing Vehicles/Buses
- Mechanic assistant
- Office assistant

LIGHT DUTY JOBS LIST (updated 08/27/24)

OTHER LIGHT DUTY OPTIONS

Office Helper	Assists the administrative personnel with duties to include organizing files, copying, data entry, answering phones
Bus Monitor	Travels on assigned bus and works as a monitor to assist driver with students riding bus.
Classroom Helper	Assist teacher with various functions, such as listening to individual students read; helping individual students with assignments; making copies of instructional materials; correcting papers, handing out and collecting papers.
Computer/Electronic Equipment Cleaner	Cleans surface of computer monitor, casings, keyboard, tracking ball and casing of mouse
Custodian	Wet mopping is limited to bathrooms only, vacuuming of carpeted classrooms. Lifting of classroom waste baskets into large can on cart. Lifting of large garbage bags into dumpster will be done by 2 custodians.
Purchasing – Data Helper	Reconciles computer printouts with purchase orders and requests. Checks requests with proper budget and cost center account codes, and breaks down printouts by accounts and forward them to departments, enters data in computer and answers phone.
Dust control (Dusting)	Dusting of window sills, desks, cabinets and counters.
Facilities/Equipment Safety	Checking for hazards: electrical panels; extension cords, ventilation system in labs/shops; fume hoods in chemical storage rooms; exhaust in paint rooms, welding operations, good housekeeping practices. Uses a checklist/clipboard/pen.
Food Service Helper	Prepares sandwiches and salads (places ingredients on bread, wraps sandwiches, cuts up lettuce and prepares salads with pre-shredded cheese and other ingredients, places cellophane over tops of salads.)
Food Service Clerical	Helps with filing, copying, data entry and answering phones.
Grounds clean up	Employee sweeps and picks up paper off ground, around buildings (can use a pole with a point to pick up paper to eliminate bending.)
Library Helper	Assorted filing, copying, answering phones, checking out books to students, shelving books which are on a cart and placed in the immediate area where they will be shelved.* Shelving books can be done from waist to shoulder level if the employee has reaching restrictions.
Maintenance Helper	Inventory of chemicals against Material Safety Sheets. Obtain MSDSs on hazardous chemicals lacking MSDSs. Inventory of power machinery for last date of service and guarding devices. Write information on clipboard.
Maintenance Shop	Sweep floor, organize equipment and items/parts on counters/shelves and work-tables, clean counter tops/shelves and worktables.
Maintenance Office	Helps with filing, copying, data entry and answering phones.
Building Monitor	Patrols lunchroom, hallways, parking lot and playground.
Chemical Inventory Taker	Taking inventory of products which may contain hazardous materials, matching them to Material Safety Data Sheets, and obtaining MSDS sheets for those that are missing.

LIGHT DUTY JOBS LIST (updated 08/27/24)

Parking Lot Monitor	Checks student cars for proper parking pass, monitors parking lot and directs traffic in parking lot after school.
Playground Surface Maintainer	Moving, spreading and leveling the energy absorbing material under playground equipment to a depth which provides adequate fall protection.
Print Shop Helper	Hand collating; operating stitching/stapling machine; padding (form uniform stacks of paper and supply glue); laminating machine; booklet making machine and data entry.
Rack Washer	Take single pallet from rack within the rack washer, push wire racks into rack washer and start machine. Employee can sit on stool and rest during washing cycles.
Safety Bulletin Board Assessment	Travels within district, building to building, to check the Safety Boards for Workers' Comp Posters, Hazard Forms, Posting of Employees Certified in First-Aid and Location of First-Aid Kit(s). Uses a checklist, pen/Clipboard.
Shop Safety Assessment	Checks compressed gas cylinders and chemicals for proper storing, checks power and hand tools for loose handles, dull blades, checks fixed machines for proper guards, checks electrical cords/plugs, checks ladders. Uses checklist/pen/clipboard.
Document Shredder	Removing loose documents from a box and inserting them into a paper shredder. The boxes of documents will be placed next to the shredder by another employee.
Food Service Snacks	Prepare snack line with pre-packaged and fresh baked snacks, such as cookies, bars, fruit. Place juice and milk in trays. Conduct physical inventory of items for sale and enter figures on sales form. Cashiers at lunch.
Transportation Office Clerk	Helps with filing, copying, data entry and answering phones.
Transportation Inspection Helper	Start bus to idle, check tires by striking with hammer weighing less than 5 lbs., inspect lights and windows, check doors (including emergency) by opening and closing, check lifting device on handicap buses (by button controls) and pump brake pedal to test. Other duties can include washing inside bus windows, inspect tags and gauges on fire extinguishers, sort and stack empty waste baskets, brooms and clip boards and check flashlights.
Night watch person	Ensure premises are secure and act as a security watch
Window/Surface Cleaner	Cleans windows/walls, cabinets, desks with cleaning solution

Sample Light Duty Schedule

2:00 pm - 3:00 pm cleans all water fountains
3:00 pm - 4:00 pm cleans all desk tops in building # (x location)
4:00 pm - 5:00 pm dusts all counters in building # (x location)
5:30 pm - 6:00 pm Lunch/Dinner break
6:00 pm - 7:00 pm sanitize all cafeteria tables
7:00 pm - 8:00 pm cleans all remaining desk tops in building # (x location)
8:00 pm - 9:00 pm continues dusting all horizontal surfaces in building # (x location)
9:00 pm - 10:00 pm refill soap and paper towel dispensers in building # (x location)

LIGHT DUTY JOBS LIST (updated 08/27/24)

Note: Add to this list as new ideas arise. This will serve as a great reference resource when trying to determine meaningful light duty tasks to be performed