



Stay at Work / Return to WorkSM

Modified Duty Guidelines

Service Industries

*Auto Repair & Dealerships / Building
Operations / Drivers / Employment
Agencies / Food Service / Hotel*

AUTO REPAIR & DEALERSHIPS – Transitional Duty Options

1. Answering phones
2. Auditing maintenance records
3. Calling for collections
4. Cashiering
5. Checking and repairing safety equipment (fire extinguishers, smoke detectors and first-aid kits)
6. Cleaning/restocking break rooms and bathrooms
7. Cleaning paint brushes
8. Completing paperwork for mechanics
9. Conducting site, building, vehicle or other safety inspections/surveys
10. Counting parts inventory
11. Driving customers to/from work
12. Entering gas information into tracking system
13. Filing, copying, data entry
14. Greeting customers
15. Light janitorial work
16. Monitoring car wash
17. Organizing tool boxes
18. Performing service representative's duties
19. Preparing customer mailings
20. Pumping gas
21. Reading manuals and watching training films
22. Running parts
23. Securing facilities and vehicles
24. Servicing customers
25. Shredding documents
26. Training new employees
27. Updating job descriptions
28. Updating safety manuals and MSD sheets

29. Washing vehicles

AUTO REPAIR & DEALERSHIPS – Moderate Duty Options

1. Changing light bulbs
2. Checking exhaust systems
3. Checking tires
4. Detailing vehicles
5. Painting
6. Performing clock and accessory repairs
7. Performing cruise-control repairs
8. Performing electrical repairs
9. Sorting and unpacking small parts
10. Stocking
11. Sweeping

BUILDING OPERATIONS – Transitional Duty Options

1. Answering Phones
2. Attending a class or seminar
3. Checking safety equipment (fire extinguishers, smoke detectors and first-aid kits)
4. Cleaning lint traps in laundry rooms
5. Compiling safety manuals and MSD sheets
6. Conducting fire drills
7. Conducting site, building, vehicle or other safety inspections/surveys
8. Delivering messages
9. Developing evacuation maps
10. Filing
11. Giving building tours
12. Inspecting door locks, hardware and hinges
13. Light janitorial work
14. Locking and unlocking laundry rooms
15. Ordering supplies
16. Organizing supplies
17. Overseeing new employees
18. Picking up grounds around buildings
19. Running errands
20. Scheduling employees
21. Securing facilities
22. Showing spaces for lease
23. Shredding documents
24. Stuffing envelopes
25. Updating job descriptions
26. Verifying time cards
27. Watching safety videos

BUILDING OPERATIONS – Moderate Duty Options

1. Changing light bulbs
2. Cleaning rooms and appliances
3. Cleaning windows and doors
4. Emptying garbage cans

DRIVERS – Transitional Duty Options

1. Answering phones (handset if “no-handed work”)
2. Auditing drivers’ logs
3. Conducting site, building, vehicle or other safety inspections/surveys
4. Counting inventory
5. Delivering mail
6. Dispatching
7. Driving a route (light)
8. Entering data, filing, copying
9. Greeting customers
10. Inspecting vehicles for safety equipment
11. Light janitorial work
12. Light recycling
13. Monitoring alarms, video equipment and electrical systems
14. Monitoring truck maintenance and records
15. Performing safety walk-throughs
16. Receiving incoming trucks in the weight house
17. Reviewing safety videos
18. Servicing customers
19. Shredding documents
20. Training
21. Updating job descriptions
22. Updating maintenance logs
23. Updating safety manuals and MSD sheets

DRIVERS – Moderate Duty Options

1. Assembly
2. Changing light bulbs
3. Cleaning shop area
4. Cleaning vehicles
5. Driving a bus / being a chauffeur
6. Painting signs
7. Picking up debris in yard
8. Placing decals on bottles
9. Riding with trainee drivers
10. Washing windows

EMPLOYMENT AGENCIES – Transitional Duty Options

1. Answering phones
2. Checking safety equipment (fire extinguishers, smoke detectors and first-aid kits)
3. Conducting site, building, vehicle or other safety inspections/surveys
4. Copying and computer work
5. Filing applications
6. Learning new office skills
7. Mailings
8. Performing special projects
9. Shredding documents
10. Viewing safety videos

EMPLOYMENT AGENCIES – Moderate Duty Options

1. Cleaning/stocking offices, break room, lunchroom, conference rooms

FOOD SERVICE – Transitional Duty Options

2. Answering phones
3. Calling customers
4. Cashiering
5. Checking prices on invoices
6. Conducting site, building, vehicle or other safety inspections/surveys
7. Counting inventory
8. Display advertisements and change sale signs
9. Entering data
10. Facing products
11. Filing
12. Filling supplies
13. Greeting customers
14. Handing out carts to customers
15. Making deliveries
16. Making intercom announcements
17. Making maps of store aisles
18. Marking warehouse tags
19. Matching orders
20. Opening mail
21. Organizing food shelves
22. Overseeing new employees
23. Passing out samples
24. Performing price checks
25. Performing safety walk-throughs (fire extinguishers, smoke detectors and first aid kits)
26. Repairing safety equipment
27. Light janitorial work

28. Returning items to shelves
29. Rotating products
30. Running errands
31. Scheduling employees
32. Securing facilities and products
33. Shredding documents
34. Sorting coupons
35. Straightening shelves
36. Stuffing envelopes
37. Updating job descriptions
38. Updating safety manuals and MSD sheets
39. Working at the customer service counter
40. Writing orders

FOOD SERVICE – Moderate Duty Options

1. Bagging customers' items
2. Breaking down boxes
3. Changing light bulbs
4. Cleaning break rooms
5. Cleaning conveyor belts at registers
6. Cleaning fixtures
7. Cleaning windows and doors
8. Collecting cardboard off shelves
9. Collecting carts from parking lot
10. Emptying garbage cans
11. Stocking shelves
12. Working in the warehouse

HOTEL – Transitional Duty Options

1. Answering phones
2. Assisting banquet set up
3. Assisting bakery
4. Cashiering
5. Checking safety equipment (fire extinguishers, smoke detectors and first-aid kits)
6. Cleaning and purging menus
7. Conducting site, building, vehicle or other inspections/surveys
8. Copying, filing, computer work
9. Delivering items to rooms
10. Delivering messages
11. Filling salt/pepper shakers, sugar, napkin dispensers; empty ashtrays
12. Folding napkins
13. Garnishing food
14. Greeting customers

15. Hostessing
16. Inspecting facilities
17. Inspecting rooms
18. Inventorying items
19. Light janitorial work
20. Organizing continental breakfasts
21. Performing customer service representative duties
22. Performing safety walk-throughs
23. Polishing silver
24. Preparing food (salads, bread, etc.)
25. Pushing dessert cart or tray
26. Reviewing safety videos
27. Running errands
28. Scheduling
29. Seating customers
30. Setting up tables
31. Shredding documents
32. Sorting mail
33. Sorting silverware
34. Taking reservations
35. Updating job descriptions
36. Updating safety and MSD sheets
37. Watching security monitors
38. Wrapping silverware
39. Wiping and cleaning surfaces to prevent the spread of flu viruses

HOTEL – Moderate Duty Options

1. Arranging cabinets
2. Changing light bulbs
3. Checking supply cupboards
4. Cleaning windows
5. Doing laundry
6. Installing safety and warning signs
7. Overseeing dining room
8. Serving coffee and other beverages
9. Stocking shelves
10. Turning down beds
11. Unloading boxes
12. Unloading trucks
13. Washing dishes