Generic Suitable Duties Suggestions

Following are suggestions of tasks that may not be part of normal work duties but may be of assistance when identifying suitable duties for injured workers.

This list should be reviewed, modified and any additions made before forwarding to the treating doctor for their suggestions and approval

Venue name ………………………………………………

|  |  |  |  |
| --- | --- | --- | --- |
| FOOD AND BEVERAGE | | | |
| Employer to complete | NTD to complete | | |
| Task | Approval Y/N/Na | Capacity  Lift /carry, sit, stand, push pull, bend, twist, squat other | Comments |
| Making coffees |  |  |  |
| Picking up glasses individually and returning them to the wash up areas. |  |  |  |
| Working in the main TAB area placing customers’ orders |  |  |  |
| Restocking fridges |  |  |  |
| Cut / fold chux wipes |  |  |  |
| Emptying ashtrays |  |  |  |
| Wiping down tables |  |  |  |
|  | | | |
| **MAINTENANCE** | | | |
| Task | Approval Y/N/Na | Capacity  Lift /carry, sit, stand, push pull, bend, twist, squat other | Comments |
| Checking guest rooms for electrical test /tag updates (irons, toasters) |  |  |  |
| Checking all public area / function room light bulbs |  |  |  |
| Checking all room public area light bulbs,– bedside lights etc |  |  |  |
| Checking outside of building for graffiti and / or litter |  |  |  |
| Checking all room lock batteries |  |  |  |
| Checklist audit of the Bar and Gaming area |  |  |  |
|  | | | |
| **KITCHEN** | | | |
| Task | Approval Y/N/Na | Capacity  Lift /carry, sit, stand, push pull, bend, twist, squat other | Comments |
| Cutlery polishing |  |  |  |
| Napkin folding |  |  |  |
| Food preparation that can be stored e.g. chopping / grating |  |  |  |
| Checking crockery / cutlery for chips, cracks |  |  |  |
| Set up fruit trays for guest rooms |  |  |  |
|  | | | |
| **CLEANING** | | | |
| Task | Approval Y/N/Na | Capacity  Lift /carry, sit, stand, push pull, bend, twist, squat other | Comments |
| Checking bed linen, towels for wear /tear |  |  |  |
| Sorting / cutting new rags |  |  |  |
| Stocktaking in laundry rooms / banqueting |  |  |  |
| Restocking health spa toiletries / brochures |  |  |  |
| Folding pool / health spa towels |  |  |  |
|  | | | |
| **OTHER** | | | |
| Task | Approval Y/N/Na | Capacity  Lift /carry, sit, stand, push pull, bend, twist, squat other | Comments |
| General filing |  |  |  |
| Welcome guests in foyer / restaurant |  |  |  |
| Meet and Greet guests upon arrival at entry to Club |  |  |  |
| Refilling brochure racks |  |  |  |
| Checking /restocking information packs in guest rooms |  |  |  |
| Compiling marketing / event packs |  |  |  |
| Compiling staff induction packs |  |  |  |
| Checking uniforms for wear /tear |  |  |  |
| Laminating standard operating procedures for tasks e.g. table laying etc. for wall display |  |  |  |
| Revision/ creation of job /task specific training documents, Standard operating procedures |  |  |  |
| Review / creation safe operating procedure training documents |  |  |  |
| Review / updating of existing training documents |  |  |  |
| Printing, photocopying, binding manuals |  |  |  |