

## **SHOE SHINE**

- Cleaned and polished footwear
- Removed surface dirt, using brush
- Removed grime and old polish and wax from leather footwear
- Used brush and sponge dipped in cleaning fluids and soapy water
- Applied coating of polish by hand and polished leather, using brushes and cloths
- Responsible for all equipment
- Inventoried and requested supplies as needed
- Kept work area clean and orderly
- Took Hazardous Communication Training as described in the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1998 on 1/25/10

## **PROGRAMS ORDERLY**

- Polished metalwork such as fixtures and fittings
- Disinfected equipment and supplies
- Washed windows, ledges, walls, ceilings, and baseboards
- Emptied wastebaskets and transported trash and waste to disposal areas
- Swept, mopped, waxed, and buffed floors using brooms, mops, and buffers
- Clean light fixtures
- Maintained the sanitation of offices, hallways and other areas in a clean and orderly condition so that health standards were met.
- Examined hallways and dayroom areas to determine need for any repairs and reported them to the proper authorities.
- Demonstrated use and maintenance of all equipment such as manual and speed buffers
- Observed precautions required to protect the safety of everyone.
- Sanitized bathroom areas and kept them stocked with supplies
- Took Hazardous Communication Training as described in the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1998 on 1/25/10

## P.I. DETAIL

- ✓ Inserted bobbin into shuttle and drew thread through slot in shuttle wall
- ✓ Pressed knee lever and depressed pedal
- ✓ Started, stopped and controlled speed of machine, using pedal and knee lever.
- ✓ Guided parts under needle, using fingers and hands
- ✓ Followed edges, seams, guides on machine bed and markings on part
- ✓ Observed stitching to detect defects
- ✓ Notified sewing machine repairer when machine malfunctions cause defects
- ✓ Tended semiautomatic sewing machines that cut and stitched buttonholes and sewed buttons and other fasteners to garments
- ✓ Poured buttons into hopper for automatic feeding into holding clamp of sewing machine and placed buttons and fasteners in clamp
- ✓ Turned knobs to adjust stitching and cutting mechanisms of machine to set size of buttonholes according garment styles
- ✓ Positioned garment, garment parts, buttons and fasteners under needle and started short-cycle sewing machine that cut and stitched buttonholes in garments and parted and sewed buttons and fasteners to garments
- ✓ Placed spool of thread on spindle of machine and drew thread through machine guides, tensions and eye of needle
- ✓ Inserted bobbin into shuttle and drew thread through slot in shuttle wall and drew thread through guide and lopper eye
- ✓ Pressed knee lever, depressed pedal and moved hand lever to raise presser foot and spread feed cups
- ✓ Positioned parts to be joined under presser foot and needle and lowered presser foot
- ✓ Cut excess material and tread using blade attached to machine and scissors
- ✓ Oiled machine, changed needles and secured modifying attachments to machine
- ✓ Replaced and rethreaded needles
- ✓ Cut material and thread, using scissors.
- ✓ Inspected garments and examined repair tags and markings on garment to locate defects and damage.
- ✓ Basted edges of material to align and temporarily secure garment parts for final assembly
- ✓ Sewed replacement parts and missing stitches, according to repair tickets
- ✓ Selected supplies, such as fasteners and tread, according to specifications and characteristics of fabric

## *Library Detail Aides*

- Provided assistance to librarians in the maintenance of collections of books, periodicals, magazines, newspapers, and other materials
- Delivered and retrieved items to and from departments by hand and using push carts
- Repaired books, using mending tape, & paste
- Selected substitute titles when requested materials were unavailable
- Reviewed records and issued cards, in order to identify titles of overdue materials and delinquent borrowers
- Sent out notices for overdue books
- Brought disruptive and problem patrons to the attention of the proper authorities
- Performed clerical activities such as filing and sorting
- Maintained records of items received, stored, issued, and returned and filed catalog cards according to system being used
- Answered routine inquiries and referred patrons in need of professional assistance to the librarian
- Inspected returned books for condition and due-date status
- Instructed patrons on how to use reference sources
- Located library material for patrons, including books, periodicals, & tape cassettes
- Sorted books, publications and other items according to established procedure and returned them to shelves, files, and other designated storage areas
- Loaned and collected books, periodicals, and other materials at circulation desks
- Took Hazardous Communication Training as described in the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1998 on 1/25/10

*Line*

- Set up the line and broke it down
- Carried food supplies, equipment, and utensils to and from storage and work areas
- Prepared and served a variety of beverages such as coffee, tea, milk, and kool-aid
- Placed food trays over food warmers for immediate service, and stored them in refrigerated storage cabinets
- Portioned and placed it directly on plates for serving
- Kept line stocked with food, clean utensils, and other needed items
- Kept line cleaned and sanitized to ensure all health standards are met
- Collected and returned dirty dishes to the kitchen for washing
- Responsible for all tools
- Unloaded produce trucks
- Unloaded warehouse trucks
- Unloaded milk trucks
- Inventoried supplies
- Took Hazardous Communication Training as described in the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1998 on 1/25/10

**Dish room**

- Use various chemicals
- Cleaned work areas, equipment, utensils, dishes, and trays
- Loaded dishes, trays, glasses, and eating utensils into dishwashing machines
- Scraped leftovers from trays into garbage containers
- Informed supervisors when supplies were getting low and equipment was not working properly
- Removed trash and cleaned kitchen garbage containers
- Monitored machines to ensure that proper procedures were followed
- Unloaded produce trucks
- Unloaded warehouse trucks
- Unloaded milk trucks
- Inventoried supplies
- Took Hazardous Communication Training as described in the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1998 on 1/25/10

## **KITCHEN DETAIL**

### **Pots, Pans, Dishes**

- Maintain kitchen work areas and equipment and utensils in clean and orderly condition
- Swept and mopped floors
- Washed worktables, walls, refrigerators and meat blocks
- Washed pots, pans, and trays by hand
- Scraped food from dirty dishes and placed them in racks on conveyor to dishwashing machine
- Received and stored supplies
- Washed dishes, glassware, flatware, using dishwashers and by hand
- Cleaned garbage cans with water and steam
- Placed clean dishes, utensils, and cooking equipment in storage areas
- Sorted and removed trash, placing it in designated pickup areas
- Swept and scrubbed floors
- Loaded and unloaded trucks that delivered and picked up food and supplies
- Stocked supplies such as food and utensils in serving stations, refrigerators, freezers
- Transferred supplies and equipment between storage and work areas, by hand and using hand trucks
- Mixed chemicals Unloaded produce trucks
- Unloaded warehouse trucks
- Unloaded milk trucks
- Inventoried supplies
- Took Hazardous Communication Training as described in the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1998 on 1/25/10

## **INSIDE WASH ORDERLY**

- Loaded articles into washer and dryers
- Started washers and dryers
- Sorted and counted articles removed from dryer and folded
- Distributed clean articles to the appropriate rooms
- Added detergents in the proper amounts depending on the size of the loads
- Maintained the sanitation of the washers and dryers to ensure that all health standards were met
- Kept the laundry room mopped, buffed, and waxed
- Took Hazardous Communication Training as described in the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1998 on 1/25/10

## GYM ORDERLY

- Inspected facilities and grounds to determine need for repairs and report to the proper authorities.
- Execute daily operations of sanitizing restroom areas, and general cleaning.
- Provided for entertainment and set up related decorations and equipment.
- Conferred with authorities in order to discuss and resolve participant complaints.
- Monitored activities to ensure rules and regulations of the facilities in order to maintain safety
- Directed special activities and events such as softball, volleyball, basketball, and plays
- Ascertained group interests, and evaluated equipment and facilities, and adapted activities to meet participant needs
- Evaluated recreation areas, facilities, and services in order to determine if they were producing desired results
- Explained principles, techniques and safety procedures to participants in recreational activities and demonstrated use of materials and equipment.
- Helped train others to run activities
- Greeted new arrival to activities, introduced them to other participants, explained facility rules, and encouraged their participation.
- Met with proper authorities to discuss rules, regulations, and work related problems.
- Researched and recommended different types of games and activities.
- Organized, led, and promoted interest in new upcoming scheduled events such as arts and crafts, sports, games, music, dramatics, and social recreation.
- Conducted recreation activities with assigned groups
- Arranged chairs, tables, sporting and other equipment in designated rooms for scheduled group activities, such as meetings, services, and sports events
- Notified others of activity schedules and registration requirements

## **STAFF COSMETOLOGY**

- Provided beauty services for customers
- Analyzed hair to ascertain condition of hair
- Styled hair by blowing, cutting, trimming and tapering, using clippers, scissors, razors and blow-dryer
- Applied bleach, dye and tint to color hair
- Applied solution to portion of skin to determine if customer is allergic to solution
- Shampooed hair and scalp with water, liquid soap
- Rinsed and conditioned hair with water and conditioner.
- Used liquid soap, rinses, and hot towels
- Suggested coiffure according to physical features of patron and current styles and from instructions of patron.
- Applied water and waving solutions to hair.
- Wound hair around rollers, pin curling and finger-waving hair.
- Set hair by blow-dry and natural-set, and pressed hair with
- Performed other beauty services, such as shaping eyebrows.straightening comb
- Cleaned, shaped and polished fingernails and toenails
- Applied lotions and creams to customer's face and neck to soften skin and lubricate tissues.
- Took Hazardous Communication Training as described in the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1998 on 1/25/10

CTCS 4/19/2010  
Re-entry Detail

- Clean light fixtures
- Observed precautions required to protect the safety of everyone
- Took Hazardous Communication Training as described in the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1998 on 1/25/10

## **CHILDRENS CENTER**

- Organized and stored toys and materials to ensure order in activity areas.
- Sterilized tables and chairs.
- Sanitized toys and play equipment.
- Assisted in preparing and serving food and refreshments for the children
- Maintained effective inventory control of all games and other art materials.
- Inspected and discarded unsafe toys and other materials.
- Kept a specific log in/out of all games etc.
- Issued toys and art supplies.
- Set up t.v's and video games.
- Cleaned and sanitized bathrooms and water fountains
- Cleaned and sanitized general areas so that all health standards were met
- Vacuumed carpets, emptied wastebaskets, and cleaned window.
- Took Hazardous Communication Training as described in the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1998 on 1/25/10

## **CHEMICAL ORDERLY**

- Measured and mixed specified type and quantity of liquid that required meticulous and methodical attention.
- Poured into proper containers and distributed throughout the facility.
- Monitored product quality to ensure compliance to standards and specifications
- Maintained, cleaned, and sterilized work area and equipment.
- Inventoried materials in order to maintain proper supplies
- Have knowledge and experience in the use and safety of various cleaning chemicals
- Took Hazardous Communication Training as described in the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1998 on 1/25/10