

ACTIVITY THERAPIST AIDE

- Devised different art therapy activities.
- Instructed individuals and groups in use of various art materials, such as paint, yarn, and needles.
- Maintained and repaired art materials and games.
- Inventoried and ordered art materials and stocked when they arrived.
- Demonstrated pupils in art such as painting, crocheting, needlepoint, and plaster
- Supervised quality control and shipping of projects
- Organized and implemented projects for terminally ill children, local nursing homes, and local elementary schools
- Responsible for accurate signing out and in of tool and various other material
- Responsible for inventory of all tools, material, and games
- Kept classrooms and storage areas clean and orderly
- Ensured rooms were cleaned and sanitized

Chaplains Detail

- Inventory supplies that arrive
- Process and file orders(Cards& Hygiene)
- Send standard responses to often asked questions
- Set up monthly calendars (coordinating with Graphics arts and Chaplain to arrange services)
- Prepare material for groups
- General cleaning
- Editing material as needed
- Preparing for religious services(displays, decorations, communion, coordinating with music team, program and gym orderlies)
- Assisting with services
- Assisting with after care(finding parole programs, & rehabs)
- Counseling(talking with younger inmates with a life sentence and giving positive alternatives to negative behavior)
- Grief support(walking with someone to dorm and listen when there has been a tragic event in the family)
- Talking with depressed individuals
- Deal with upset individuals
- Wrapping toothbrushes
- Maintaining confidentiality
- 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

CLOTHING WAREHOUSE

- Inspected and recommended disposal of defective stock
- Compiled data to assess supply needs
- Issued and distributed materials based on information from incoming requisitions
- Conferred with proper authorities regarding stock procurement and availability
- Transported orders to the next destination
- Unloaded trucks using hand trucks and dollies
- Cleaned and maintained supplies, tools, equipment and storage areas in order to ensure compliance with safety regulations
- Marked stock items using identification tags, and stamps
- Stored items in an orderly and accessible manner in warehouse
- Maintained accurate quantity inventory
- Cleaned and maintained dock area
- Stacked pallets
- Polished metalwork such as fixtures and fittings
- Washed windows, ledges, walls, ceilings, and telephones
- Emptied wastebaskets and transported trash and waste to disposal areas
- Swept, mopped, waxed, and buffed floors using brooms, mops, and buffers

DORM ORDERLY

- Polished metalwork such as fixtures and fittings
- Disinfected equipment and supplies
- Washed windows, ledges, walls, ceilings, and telephones
- Cleaned rugs and carpets using vacuum cleaners and shampoos
- 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 showers, hallways and other areas in a clean and orderly condition so that health standards were met
- Examined hallways, showers, 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.
- 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

FOOD WARHOUSE

- Compiled data to assess supply needs
- Issued and distributed food based on information from incoming requisitions
- Conferred with proper authorities regarding stock procurement and availability
- Transported orders to the next destination
- Unloaded trucks using hand trucks and dollies
- Cleaned and maintained supplies, tools, equipment and storage areas in order to ensure compliance with safety regulations
- Stored items in an orderly and accessible manner in warehouse
- Maintained accurate quantity inventory
- Cleaned and maintained dock area
- Stocked freezers
- Swept, mopped, waxed, and buffed floors using brooms, mops, and buffers
- Rotated food
- Observed precautions required to protect the safety of everyone
- Cleaned and sanitized freezers to ensure the proper health standards were met
- 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 GROUND MAINT.

- Pruned and trimmed shrubs and hedges using shears and hedge clippers
- Operated powered equipment such as mowers and weed-eaters
- Cared for established lawn by mowing, weeding, trimming and edging around flowerbed, walks, and walls
- Maintained the cleanliness of all equipment to ensure proper safety
- Kept all equipment gassed, oiled, and ready for use
- Transported equipment and other materials to and from the job site
- 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 TRASH DETAIL

- Collected trash and waste throughout the facility
- Transported trash and waste to the proper dump site and properly disposed of it in a manner that ensured all health standards were met
- Cleaned and sanitized the trash and waste receptacles
- 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

Cooks

- Notified kitchen personnel of shortages
- Cooked and apportioned food
- Monitored cooking to ensure that proper procedures were followed
- Cleaned and sterilized dishes, kitchen utensils, equipment, and facilities
- Operated grills
- Operated ovens
- 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

Bakery

- Maintained sanitation in the coolers
- Inventoried
- Prepared and baked rolls and biscuits
- Unloaded produce trucks
- Unloaded warehouse trucks
- Unloaded milk trucks
- Inventoried supplies
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Prep cook

- Monitored food preparation to ensure that proper procedures were followed
- Prepared food items such as sandwiches, salads, soups, and beverages
- Carried food and used cart to carry trays
- Assisted cooks and kitchen staff with various tasks as needed, and provided cooks with needed items
- Placed food trays over food warmers for immediate service, and stored them in refrigerated storage cabinets
- Cut , sliced and grinded meat, poultry to prepare for cooking
- Prepared pack-out lunches and stored in refrigerated storage area
- Received and stored food supplies, equipment, and utensils in refrigerators, and other storage areas
- Stirred soups and sauces
- Mixed ingredients for green salads, fruit salads, vegetable salads, and pasta salads
- Weighed and measured ingredients
- Removed trash and cleaned kitchen garbage containers
- Carried food supplies, equipment, and utensils to and from storage and work areas
- Used manual and electric appliances to clean, peel, slice, and trim foods
- Made special dressings and sauces
- Prepared a variety of beverages
- 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

MEDICAL ORDERLY

- Cleaned and sterilized infirmary rooms, bathes/showers, laboratories, offices, hall, waiting areas, and other areas.
- Washed beds and mattresses and remade beds after the dismissal of patients.
- Kept closets and storage rooms using various chemicals in a clean and orderly condition.
- Distributed laundered articles and linens.
- Disinfected and sterilized all area.
- Cleaned and polished water fountains, and other various fixtures.
- Helped to dress patients
- Helped patients to bathe
- Transported patients by wheelchair to appointments and activities
- Swept, mopped, waxed, and buffed rooms, offices, and hallways
- 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

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Re-entry Detail

- ✓ Recorded number of garments parts and completed garment parts and completed garments sewn
- Attached tape, trim and elastic to specified garments and garment parts, according to item specifications
- Replaced sewing machine parts and performed basic maintenance, such as oiling machine
- Started and operated and tended machine that automatically joined, reinforced and decorated material and fabricated articles
- Selected sewing supplies, such as binding, braid, cord, piping, tape, thread, and welt

SANITATION

- Was responsible for setting up and breaking down areas for special occasions.
- Clean, dust mop, sweep, strip, buff, and wax floors.
- Have knowledge and experience using manual and speed buffers.
- Have knowledge and experience in the use and safety of various cleaning chemicals.
- Sweep and clean sidewalks and keep grounds neat and clean.
- Pick up trash and other debris and deposit it in proper receptacles.
- Clean windows and window ledges.
- Polish metalwork and other fixtures to a high shine.
- Maintain the cleanliness and order to highly visible, major areas.
- 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