

## Pre-Vocational Jobs

### Step by step

#### CAFETERIA JOB

- Put your name in the proper jobs board job
- Leave for job at 7:50 am (knowing time is important for punctuality)
- Walk in group quietly through halls to cafeteria
- Once in cafeteria
  - Greet cafeteria staff appropriately
  - Go to sink
  - Wash and dry hands
  - Dispose of paper towel
  - Get white or red handled bucket
  - Go to sink, turn sanitizer button on and fill bucket  $\frac{1}{2}$  way
  - Get a pink clean rag
  - Get a sanitizer spray bottle
  - Go to your section (told by supervisor)
  - Pick up pink rag out of clean water
  - Squeeze out extra water on rag over bucket
  - Open pink rag to a large square
  - Use 2 hands to wipe table up and down
  - Remove all excess garbage or food with rag
  - Once complete, walk around table with spray bottle and sanitize table

Move on to next table in section until complete

- Once section is complete
  - Ask supervisor is you are done
  - If no... get another direction
  - If yes:
    - Take bucket back into kitchen area
    - Place bucket on cart
    - Put spray bottle back under sink
    - Wash your hands
    - Dry your hands
    - Throw your paper towel away
    - Go back to classroom quietly
  - Wait for teacher direction

### **Mail deposit job in teachers mailboxes**

- Put name in proper job envelop on board
- Go to mailroom
- Get box of mail delivered by post office
- Separate mail by teacher boxes
- Items that do not have a box will stay in white post office bin
- Once all mail is deposited, you return to class
- Then tell teacher that all mail is ready to be delivered
- Ask what is next

### **Mail delivery Job**

- Put name in proper job card on board
- Match the index cards with teacher's names to the sheets above shelf
- Place cards in order of printed sheets
- Once cards are in order
- Take 2 cards and a box and go to mail room
- Once in mailroom, match the cards the teacher's name
- Take mail out of the teacher's box and place in your delivery box
- Leave mailroom and go to teacher's room on the card to delivery mail
- Find correct hallway/classroom
- Knock on door (if closed), if open walk in quietly
- Say "hello" I have your mail
- Hand mail to teacher or place on their desk
- Respond appropriately to teacher (thank you/your welcome)
- If door is locked and you have items that can fit under the door, you can place them under the door
- If you have items too big, bring them back to C27 for a later delivery
- Return to class to continue with more cards
- Always watch time to see if next class is going to start

### **Paper Delivery Job**

- Place your name in proper job card on the jobs board
- Get list of places to deliver from teacher
- Get teacher keys
- Go to paper storage room
- Get the dolly (if not in there-go to main office and ask Mrs. Krieg to borrow her dolly)
- Load dolly with number of boxes on list
- Deliver to areas
  - C 16 (2 boxes) Place boxes near back wall
    - Not in the middle of the floor
  - D 30 (3 boxes) open box
    - Load paper onto shelves
    - Take empty boxes to C27
  - B 4 (2 boxes) Place boxes on top of other boxes
    - Open one box and load shelves with paper
- You may be asked to deliver to Media Center
- You may be asked to deliver to Main office, Mr. Vecchioni's office, Mr. Beane's office, Choir room (A38)
- After all paper is delivered
  - Return dolly to room or Mrs. Krieg
  - Lock door
  - Return to C27

### **Pizza box folding Job**

Put your name in proper job card

- Put on gloves (find shelf with word (Gloves))
- Clean table for folding with wipes (find area that has word WIPES)
- Throw wipes in trash (find word that reads Garbage)
- Take plastic off stack of cardboard (find words that say Pizza Boxes)
- Take stack of unfolded boxes to table
- Pre fold all edges of box
- Begin folding as taught through video and hands on modeling
- Stack boxes in groups of ten
- You will stack Jets boxes apart from Hungry Howie boxes
- You will put 10 large boxes in a bag
- You will put 12 medium boxes in a bag
- (find sign that reads 10 boxes in Bag)
- Once 20 boxes are folded and stacked
- Get plastic bag (find sign that reads Plastic bag)
- Place boxes in one at a time until you have 10 in there
- Tie bag up in a knot and set under table
- Begin process again

### **Taking Pizza boxes to car for delivery**

- Put your name in the proper card for job placement
- Get teacher swipe keys
- Take bags 1 or 2 at a time with help
- No bags are to be on the ground
  - You will need help with opening trunk
  - Or the car door
- Arrange bags to fit properly
- No bags are to be smashed or ruined
- Close doors/trunk
- Return to class
- Return keys to teacher
- Ask teacher "what is next"

### **Shredding Job**

- Put your name in proper card for job placement on jobs board
- Go to shredder assigned to you (find sign for Shredder)
- Make sure shredder is clean
  - Follow directions
    - Unplug to clean (find reading directions for cleaning)
    - Dump shredding in proper bin
    - There are 2 bins for paper
    - One is thin paper
    - One is thicker paper
    - Do not over dump into bin so paper does not go all over floor
      - If you get paper all over the floor
      - Pick up excess paper
      - Find vacuum and clean area
      - Put vacuum away and continue shredding
    - Return to shredder
    - Turn on shredder
    - Get paper to shred (find box that reads Ready to Shred)
    - Shred 1 piece of paper at a time
    - If red light come on
      - Turn off shredder
      - Unplug shredder
      - Open bin
      - Clean under shredder

- Dump paper
- Plug shredder back in
- Close bin and continue to shred

### **Staple Removal Job:**

- Find area that reads (Staple Removal)
- Find box that reads (Staples to remove from box)
- Find sign for staple remover
- Find sign for removed staples holder (it is black)
- Remove staples
- Find box that reads no staple box
- Place papers in box that reads no staple box after removal
- Put removed staples in black container that reads (Staples out)
- Repeat as necessary

### **Varsity Uniform Job**

- Monday morning
  - Go to athletic locker room (read sign on door)
  - Find correct key to open door to Athletic Locker room
  - Open door
  - Find orange bins
  - Take orange bins back to Athletic Laundry room
  - Find correct door and key for Athletic Laundry room
  - Take bins into commercial laundry room
  - Check washer/dryer
    - If dryer has jerseys/pants
    - Check to see if dry
      - If not dry, ask supervisor to turn dryer on
      - If dry, take out and hang on hangers in numerical order 1-88
    - Place clothes from washer into dryer
    - Ask supervisor to turn on dryer
      - Until further training washer and dryer must be turned on by adult
    - Go back to class
    - You need to use teacher key swipe to get in and out of athletic area, and doors back into the building
  - This job is continued through the week
  - The Athletic locker room set up on 2 templates
    - Left side locker room (lined up by jersey numbers on lockers as well pants size)

- Right side locker room (lined up by jersey numbers on lockers as well as pants sizes)
- Pants sizes are S, M, L, XL, XXL, XXXL
- All pants are stacked according to size and then placed in orange bin
- There are 3 jerseys per player that must be put in correct lockers

### **Tuesday -Thursday**

- Go to Athletic Laundry room
- 1st, 3rd, 4th, 6th hours
- Pants are washed first
  - Once dry they are organized by size and labeled
- Jerseys are turned right side in and put in washing machine
- Teacher starts machine (students will learn this as we go)
  - It is a commercial heavy duty professional machine that could ruin the jerseys/pant
  - Math lessons collaborate with price of equipment, laundry facilities due to the importance of the job and future job markets
- Once washed they are dried and hung on hangers by numbers (1-88)
  - Students must arrange all jerseys in numerical order
  - After all jerseys are lined up, students must then line them up Right side locker room and Left side locker room
  - They follow directions from students who have the templates of the locker room
    - Some students have had to recreate the templates from teacher copy
    - Understanding a graph, word document
  - All jerseys are pre hung, then put in large orange bin in order of template
  - Orange bin is taken by group out to Athletic locker room at football field
  - Students must ask for key to open door
  - Figure out keys and go in
  - Student with clip board organize their group
  - Begin by calling out first number on chart
  - Have students hang and check off jersey as it is hung
  - Repeat process for both sides of the locker room
  - Once complete, keep orange bins in locker room
  - Every Monday morning students will go to Athletic Locker room to get bins
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### **Bake Shop Laundry**

- Go to C27 laundry room
- Check lint filter on dryer all times
- Find white basket
- Take white basket to B2
- Collect towels from B2
  - You must not disturb the class
  - Be quiet and respectful

- They are in a basket between the washer and dryer
- They could be already washed and need to be dried in C27
- They could be already dried and need to be folded in C27
- You may need to bring a note back from Mrs. Park (bake shop teacher in B2)
- This will require you to listen to her directions, and bring them back to Mrs. Johnson
- Once back in C27 with dirty towels
  - Put them in washing machine
    - If there are clean towels in washing machine
      - Put them in the dryer and start dryer
        - Once dryer door is closed, press #1 button, then press #2 button
    - Put towels to be washed in washer
      - Open detergent container and put in spot for liquid detergent
      - Fill detergent container ½ way and put in
      - Close door to washer
      - Press #1 button
      - Then press #2 button
- **Folding dry towels**
  - Empty basket on round table in C27 kitchen
  - Fold towels in small, medium and large piles (template on C27 dryer and B2 dryer)
  - Keep scrubbies and hot pads separate
  - Once all folded
    - Neatly put in white basket according to size
    - Return towels to B2 and place on template on dryer
    - Scrubbies and hot pads have a basket on dryer to put in
    - If there is no classes, you can put the towels in the individual kitchens in the class
    - Drawers are labeled for towels, wash cloths
  - When finished return white basket to C27
- Repeat as necessary

### **Supply Delivery:**

- Get delivery sheet from teacher
- Go to main office supply area
  - In middle of main office
- All drawers and cupboards are labeled with pictures and words

- Match supply list and find needed supplies to deliver
- Follow directions on what teacher to deliver to
- Take delivery to teacher
  - Knock on door
  - Greet teacher appropriately
  - Tell teacher "I have your supplies"
    - Teacher may ask you to put them on their desk
    - Or ask you to place them on a table
  - Follow directions then return to class

### **Copy Room Supply delivery**

- Refill with
  - Staples
  - Paper clips
  - Sticky notes
  - Pens or pencils
    - Sharpen pencils before dropping off
  - Tape
  - Scissors
  - White out
  - stapler

### **Plant watering job : every Friday**

- Get watering pitcher from C27
- You will start downstairs in the Lake Level Office
  - Greet Mrs. Baliko
  - There are 6 plants
  - You will check the plants with your finger to see if they are wet
  - If they are wet you don't water them
  - If they are dry you will water them
  - Fill water container  $\frac{1}{2}$  way with water
  - Water plants
  - Say goodbye to Mrs. Baliko
- Empty pitcher and go to Mr. Vecchioni's office upstairs
  - Greet Mrs. Forfinski
  - Check one plant on counter
  - Water if dry
  - Say goodbye to Mrs. Forfinski
- Go to the main office
  - Greet Mrs. Stafford
  - Mrs. K (2 of them)



- Check plants
- If dry get water from the sink in the main office
  - Kitchen is right next to the supply area
- Empty container after watering
- Return to C27

## **Recycling**

- Find box that reads Recycling
- Get a cart to load boxes onto
- Walk to the front of the school and push cart outside
- Go all the way to the football field
- Find the large green bin outside of the football field
- Empty all the paper into the bin
- Return to the front of the school
  - Press buzzer to get back into school
  - Walk back to C27 quietly in hall
  - Ask teacher "what is next"

## **Bird Houses**

- Make sure hot glue guns are turned on
- Start by counting out 4 rows of 10 same type/size corks
- Line up 10 corks in a row
- Take out glue gun, and place a small amount of glue on side of 1 cork
- Take another cork and press the 2 of them together
  - Continue this process until you have 10 in a row
  - Then do the next 3 rows the same as above
  - Double check to make sure there is enough glue on corks
- Start collecting 6 rows of 4-5 corks
  - Organize corks by size and type
  - Begin gluing 4-5 corks just like the last batch
  - Once you have 6 rows you will glue them together
  - Once glued put the 6 rows together and glue them
  - Repeat that process 2 more times
  - Then do 4 rows of 6 and glue them together
  - Do that one more time
  - Glue and angle one of the sections on the right side of house
  - Then glue the other section on the left side
- This is the start of the bird house
- You will be guided how to complete

## **Fire Starter Bricks**

- **Fill up 10 gallon buckets with water**
  - **Fill 2 inches from the top**
- **Once filled**
  - **Add shredded paper into buckets (there are**
    - **Large handfuls at a time**
    - **Lightly push paper down into water**
    - **Repeat process until bucket is full on paper**
    - **Cover bucket with black plastic bag**