Senior Trainee Assignment Description

Senior Trainee Name:	**Position Title:**
Host Agency Name:	**Assignment Date:**
Assignment Location (Address) **Physical:** _____ **Mailing:** _____ **City:** _____ **State: AL Zip Code:** _____	**Phone Number: (334)** _____ **Fax Number: (334)** _____

Assignment Objective: Provide Clerical, Administrative, Office, or Receptionist training skills to assist Mr./Ms. _____ locate employment in the public or private sector.

Work Days/Hours: Work Days/Hours: Monday Hours: _____am- _____ pm; Tuesday Hours: _____am- _____ pm; Wednesday Hours: _____am- _____ pm; Thursday Hours: _____am- _____ pm; Friday Hours: _____am- _____ pm; Saturday Hours _____am- _____ pm; Sunday Hours: _____am- _____pm. Wage Rate: Hourly $7.25 **(Must equal no more than 19.75 hours per week**

Supervision: Mr./Ms. _____ or her designee will provide supervision during this assignment assignment

Requirements: (i.e., Should include areas such as Mopping, Driving, Heavy Lifting, Etc.)

Assignment Duties:

Additional Information

Senior Trainee Assignment Description

Host Agency Health and Safety Consultation/Orientation (Completed By the Host Agency Supervisor during the Orientation) (Date) _____

Are you capable of performing the essential duties and requirements of this position - ☐ with or ☐ without- reasonable accommodations?
Initials (Senior Trainee) _____ (Date) _____

☐ Use of cleaning chemicals ☐ Heavy lifting ☐ Severe/Inclement Weather ☐ Evacuation: Fire/ Emergency ☐ Van/Bus Driving Safety ☐ Office Safety

☐ Inclement/Severe Weather ☐ Dress and Appearance (Example: Proper Shoes, Appropriate Clothing, Safety Equipment)

☐ Use of Cell Phones while at my Assignment ☐ Reporting of workplace injuries at my assignment ☐ Increased responsibilities at my assignment.

I have participated and have discussed my duties and requirements for this position of Office Assistant at _____ on this date: _____.

_____ (Senior Trainee Signature)

_____ (Host Agency Supervisor's Signature)

Senior Employment Program Office Use Only:

Job Ready Performance Evaluation:

Evaluation Date _____ Senior Trainee's Initials _____ Host Agency Supervisor Initials _____

Senior Trainee Assignment Description

Senior Trainee Name:	**Position Title:** Classroom Assistant
Host Agency Name:	**Assignment Date:**
Assignment Location (Address) **Physical:** _____ **Mailing:** _____ **City:** _____ **State: AL Zip Code:** _____	**Phone Number: (334)** _____ **Fax Number: (334)** _____

Assignment Objective: Provide Clerical, Office or Child Care training skills to assist Mr./Ms. _____ locate employment in the public or private sector.

Work Days/Hours: Monday Hours: _____am- _____ pm; Tuesday Hours: _____am- _____ pm; Wednesday Hours: _____am- _____ pm; Thursday Hours: _____am- _____ pm; Friday Hours: _____am- _____ pm; Saturday Hours _____am- _____ pm; Sunday Hours: _____am- _____pm. Wage Rate: Hourly $7.25 **(Must equal no more than 19.75 hours per week**

Supervision: Mr./Ms. _____ or her designee will provide supervision During this assignment.

Requirements: (i.e., Should include areas such as Mopping, Driving, Heavy Lifting, Etc.)
Must have 12th grade education (High School Diploma) certificate of completion, or GED. Ability to receive, and follow written and oral instructions. Must be willing to work with children and cooperatively with head start program staff members and director.

Assignment Duties: Work with classroom staff and teacher's aide personnel working with children in the classroom. Provide supervision when classroom teachers and teacher's aid is absent from classroom. Assist with classroom activities as needed or required. Assist with restroom activities as needed or required. Assist classroom teachers and teacher's aide during meals in the dining area, during activities held on the playground, and special events or activities held at the Head Start Program Center. Attend Pre-Service Training.

Additional Information: (O*NET Knowledge, Skills, and Abilities):

Provide extra assistance to students with special needs, such as non-English speaking students or those with physical and mental disabilities; Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips; Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers; Enforce administration policies and rules governing students; Discuss assigned duties with classroom teachers to coordinate instructional efforts; Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage; Observe students' performance, and record relevant data to assess progress; Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised roleplaying methods; Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations; Organize and supervise games and other recreational activities to promote physical, mental, and social development; Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students; Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills; Use computers,

Senior Trainee Assignment Description

audio-visual aids, and other equipment and materials to supplement presentations; Attend staff meetings and serve on committees, as required; Type, file, and duplicate materials; Laminate teaching materials to increase their durability under repeated use; Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms; Carry out therapeutic regimens such as behavior modification and personal development programs, under the supervision of special education instructors, psychologists, or speech-language pathologists; Assist in bus loading and unloading; Maintain computers in classrooms and laboratories and assist students with hardware and software use; Distribute tests and homework assignments and collect them when they are completed; Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices; Take class attendance and maintain attendance records; Prepare lesson outlines and plans in assigned subject areas and submit outlines to teachers for review; Participate in teacher-parent conferences regarding students' progress or problems; Conduct demonstrations to teach such skills as sports, dancing, and handicrafts; Plan, prepare, and develop various teaching aids such as bibliographies, charts, and graphs; Requisition and stock teaching materials and supplies; Operate and maintain audio-visual equipment; Collect money from students for school-related projects.

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Instructing** — Teaching others how to do something.

Host Agency Health and Safety Consultation/Orientation (Completed By the Host Agency Supervisor during the Orientation) (Date) _____

Are you capable of performing the essential duties and requirements of this position -☐ with or ☐ without- reasonable accommodations?
Initials (Senior Trainee) _____ (Date) _____

☐ Use of cleaning chemicals ☐ Heavy lifting ☐ Severe/Inclement Weather ☐ Evacuation: Fire/ Emergency ☐ Van/Bus Driving Safety ☐ Office Safety

☐Inclement/Severe Weather ☐Dress and Appearance (Example: Proper Shoes, Appropriate Clothing, Safety Equipment)

☐ Use of Cell Phones while at my Assignment ☐ Reporting of workplace injuries at my assignment ☐ Increased responsibilities at my assignment.

I have participated and have discussed my duties and requirements for this position of Classroom Assistant at _____on this date: _____.

_____ (Senior Trainee Signature)

_____ (Host Agency Supervisor's Signature)

Senior Employment Program Office Use Only:

Job Ready Performance Evaluation:

Evaluation Date _____ Senior Trainee's Initials _____ Host Agency Supervisor Initials _____

Senior Trainee Assignment Description

Senior Trainee Name:	**Position Title: Headstart** Custodian
Host Agency Name:	**Assignment Date:**
Assignment Location (Address) **Physical:** _____ **Mailing:** _____ **City:** _____ **State: AL Zip Code:** _____	**Phone Number: (334)** _____ **Fax Number: (334)** _____

Assignment Objective: Provide Janitor/Custodial training skills to assist Mr../Ms. _____ locate employment in the public or private sector.

Work Days/Hours: Monday Hours: _____am- _____ pm; Tuesday Hours: _____am- _____ pm; Wednesday Hours: _____am- _____ pm; Thursday Hours: _____am- _____ pm; Friday Hours: _____am- _____ pm; Saturday Hours _____am- _____ pm; Sunday Hours: _____am- _____pm. Wage Rate: Hourly $7.25 **(Must equal no more than 19.75 hours per week**

Supervision: Mr./Ms. _____ or her designee will provide supervision during this assignment

Requirements: (i.e., Should include areas such as Mopping, Driving, Heavy Lifting, Etc.) Senior trainee will be required to complete assigned custodial and janitorial duties with a cooperative attitude utilizing written and verbal instructions while working with head start program staff members, clients, and business vendors. There is some moderate to heavy lifting at times with assistance. Bending or stooping and repetitive lifting of heavy hot or cold items throughout the normal work hours is required on a daily basis. Housekeeping of the kitchen area and lunchroom is required during normal working hours. Climbing of ladders and changing light bulbs as needed or required.

Assignment Duties: Requests assistance with moving heavy, hot, or cold items. Requests assistance as needed or required to complete cleaning of restrooms, classrooms, hallways, floors, lunchroom, and kitchen areas. Will utilize cleaning materials and follow Maintenance Safety Data Sheets to ensure compliance with safety procedures when utilizing cleaning materials used in the cleaning of specific and community area(s) of the Head Start and early Head Start program areas. Will assist with Kitchen Sanitation: Cleans sinks, counter tops, floors as needed or required. Discuss health and safety in the working environment and Disaster Policies. Departmental Safety: Weekly meetings, discussing department and health or workplace safety. Grocery Stocking: Distributes groceries to correct storage location and place in correct location. Requests assistance to lift heavy items, hot or cold food items in preparation of serving clients or business-to- business clients when bending, stooping, or standing. Will clean outside area(s) of the Head Start or Early Head Start facilities as needed or required. Collect and empty trash as needed or required to include offices and classrooms and restrooms utilized by Head Start staff and program participants. Clean walls and floors as needed or required.

- **Additional Information: (O*NET Knowledge, Skills, and Abilities):**

Senior Trainee Assignment Description

·Service, clean, or supply restrooms. ·Clean building floors by sweeping, mopping, scrubbing, or vacuuming. ·Gather and empty trash. ·Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures. ·Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications. ·Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees. ·Notify managers concerning the need for major repairs or additions to building operating systems. ·Requisition supplies or equipment needed for cleaning and maintenance duties. ·Dust furniture, walls, machines, or equipment. ·Strip, seal, finish, and polish floors. ·Clean and polish furniture and fixtures. ·Steam clean or shampoo carpets. ·Move heavy furniture, equipment, or supplies, either manually or by using hand trucks. ·Monitor building security and safety by performing tasks such as locking doors after operating hours or checking electrical appliance use to ensure that hazards are not created. ·Clean laboratory equipment, such as glassware or metal instruments, using solvents, brushes, rags, or power cleaning equipment. ·Mow or trim lawns or shrubbery, using mowers or hand or power trimmers, and clear debris from grounds. ·Set up, arrange, or remove decorations, tables, chairs, ladders, or scaffolding to prepare facilities for events, such as banquets or meetings. ·Make adjustments or minor repairs to heating, cooling, ventilating, plumbing, or electrical systems.

Host Agency Health and Safety Consultation/Orientation (Completed By the Host Agency Supervisor during the Orientation) (Date) _____

Are you capable of performing the essential duties and requirements of this position - ☐ with or ☐ without- reasonable accommodations?
Initials (Senior Trainee) _____ (Date) _____

☐ Use of cleaning chemicals ☐ Heavy lifting ☐ Severe/Inclement Weather ☐ Evacuation: Fire/ Emergency ☐ Van/Bus Driving Safety ☐ Office Safety

☐ Inclement/Severe Weather ☐ Dress and Appearance (Example: Proper Shoes, Appropriate Clothing, Safety Equipment)

☐ Use of Cell Phones while at my Assignment ☐ Reporting of workplace injuries at my assignment ☐ Increased responsibilities at my assignment.

I have participated and have discussed my duties and requirements for this position of Library Assistant at _____ on this date: _____.

_____ (Senior Trainee Signature)

_____ (Host Agency Supervisor's Signature)

Senior Employment Program Office Use Only:

Job Ready Performance Evaluation:

Evaluation Date _____ Senior Trainee's Initials _____ Host Agency Supervisor Initials _____

Senior Trainee Assignment Description

Senior Trainee Name:	**Position Title:** Custodian
Host Agency Name:	**Assignment Date:**

Assignment Location (Address) **Physical:** _____ **Mailing:** _____ **City:** _____ **State:** AL **Zip Code:** _____	**Phone Number: (334)** _____ **Fax Number: (334)** _____

Assignment Objective: Provide Janitor/Custodial training skills to assist Mr../Ms. _____ locate employment in the public or private sector.

Work Days/Hours: Monday Hours: _____am- _____ pm; Tuesday Hours: _____am- _____ pm; Wednesday Hours: _____am- _____ pm; Thursday Hours: _____am- _____ pm; Friday Hours: _____am- _____ pm; Saturday Hours _____am- _____ pm; Sunday Hours: _____am- _____pm. Wage Rate: Hourly $7.25 **(Must equal no more than 19.75 hours per week**

Supervision: Mr./Ms. _____ or her designee will provide supervision during this assignment

Requirements: (i.e., Should include areas such as Mopping, Driving, Heavy Lifting, Etc.) Senior trainee will be required to complete assigned custodial and janitorial duties with a cooperative attitude utilizing written and verbal instructions while working with head start program staff members, clients, and business vendors. There is some moderate to heavy lifting at times with assistance. Bending or stooping and repetitive lifting of heavy hot or cold items throughout the normal work hours is required on a daily basis. Housekeeping of the kitchen area and lunchroom is required during normal working hours. Climbing of ladders and changing light bulbs as needed or required.

Assignment Duties: Requests assistance with moving heavy, hot, or cold items. Requests assistance as needed or required to complete cleaning of restrooms, classrooms, hallways, floors, lunchroom, and kitchen areas. Will utilize cleaning materials and follow Maintenance Safety Data Sheets to ensure compliance with safety procedures when utilizing cleaning materials used in the cleaning of specific and community area(s) of the Head Start and early Head Start program areas. Will assist with Kitchen Sanitation: Cleans sinks, counter tops, floors as needed or required. Discuss health and safety in the working environment and Disaster Policies. Departmental Safety: Weekly meetings, discussing department and health or workplace safety. Grocery Stocking: Distributes groceries to correct storage location and place in correct location. Requests assistance to lift heavy items, hot or cold food items in preparation of serving clients or business-to- business clients when bending, stooping, or standing. Will clean outside area(s) of the Head Start or Early Head Start facilities as needed or required. Collect and empty trash as needed or required to include offices and classrooms and restrooms utilized by Head Start staff and program participants. Clean walls and floors as needed or required.

- **Additional Information: (O*NET Knowledge, Skills, and Abilities):**

Senior Trainee Assignment Description

·Service, clean, or supply restrooms. ·Clean building floors by sweeping, mopping, scrubbing, or vacuuming. ·Gather and empty trash. ·Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures. ·Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications. ·Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees. ·Notify managers concerning the need for major repairs or additions to building operating systems. ·Requisition supplies or equipment needed for cleaning and maintenance duties. ·Dust furniture, walls, machines, or equipment. ·Strip, seal, finish, and polish floors. ·Clean and polish furniture and fixtures. ·Steam clean or shampoo carpets. ·Move heavy furniture, equipment, or supplies, either manually or by using hand trucks. ·Monitor building security and safety by performing tasks such as locking doors after operating hours or checking electrical appliance use to ensure that hazards are not created. ·Clean laboratory equipment, such as glassware or metal instruments, using solvents, brushes, rags, or power cleaning equipment. ·Mow or trim lawns or shrubbery, using mowers or hand or power trimmers, and clear debris from grounds. ·Set up, arrange, or remove decorations, tables, chairs, ladders, or scaffolding to prepare facilities for events, such as banquets or meetings. ·Make adjustments or minor repairs to heating, cooling, ventilating, plumbing, or electrical systems.

Host Agency Health and Safety Consultation/Orientation (Completed By the Host Agency Supervisor during the Orientation) (Date) _____

Are you capable of performing the essential duties and requirements of this position -☐ with or ☐ without- reasonable accommodations?
Initials (Senior Trainee) _____ (Date) _____

☐ Use of cleaning chemicals ☐ Heavy lifting ☐ Severe/Inclement Weather ☐ Evacuation: Fire/ Emergency ☐ Van/Bus Driving Safety ☐ Office Safety

☐Inclement/Severe Weather ☐Dress and Appearance (Example: Proper Shoes, Appropriate Clothing, Safety Equipment)

☐ Use of Cell Phones while at my Assignment ☐ Reporting of workplace injuries at my assignment ☐ Increased responsibilities at my assignment.

I have participated and have discussed my duties and requirements for this position of Library Assistant at _____ on this date: _____.

_____ (Senior Trainee Signature)

_____ (Host Agency Supervisor's Signature)

Senior Employment Program Office Use Only:

Job Ready Performance Evaluation:

Evaluation Date _____ Senior Trainee's Initials _____ Host Agency Supervisor Initials _____

Senior Trainee Assignment Description

Senior Trainee Name:	**Position Title:** Kitchen Assistant
Host Agency Name:	**Assignment Date:**
Assignment Location (Address) **Physical:** _____ **Mailing:** _____ **City:** _____ **State: AL Zip Code:** _____	**Phone Number: (334)** _____ **Fax Number: (334)** _____

Assignment Objective: Provide food service skills training to assist Mr./Ms. _____ re-enter the local workforce

Work Days/Hours: Monday Hours: _____am- _____ pm; Tuesday Hours: _____am- _____ pm; Wednesday Hours: _____am- _____ pm; Thursday Hours: _____am- _____ pm; Friday Hours: _____am- _____ pm; Saturday Hours _____am- _____ pm; Sunday Hours: _____am- _____pm. **Wage Rate: Hourly $7.25 (Must equal no more than 19.75 hours per week**

Supervision _____ or his/her designee will provide supervision during this assignment

Requirements: (i.e., Should include areas such as Mopping, Driving, Heavy Lifting, Etc.)
Assist with cleaning or mopping of restrooms, kitchen sanitation, and cleaning of the host agency common areas. Assist with lifting of heavy hot/cold items from ovens or other equipment used to deliver prepared food items. Bending, stooping, dexterity, use of fingers, hands, arms and legs are required to complete the requirements for this position.

Assignment Duties: Clean work areas, equipment, utensils, dishes, and silverware. Store food in designated containers and storage areas to prevent spoilage. Prepare a variety of foods according to customers' orders or supervisors' instructions, following approved procedures. Package take-out foods or serve food to customers. Portion and wrap the food, or place it directly on plates for service to patrons. Place food trays over food warmers for immediate service, or store them in refrigerated storage cabinets. Inform supervisors when supplies are getting low or equipment is not working properly. Weigh or measure ingredients. Assist cooks and kitchen staff with various tasks as needed, and provide cooks with needed items. Wash, peel and/or cut various foods to prepare for cooking or serving.

Senior Trainee Assignment Description

Additional Information: (O*NET Knowledge, Skills, and Abilities):

Clean and sanitize work areas, equipment, utensils, dishes, or silverware. Store food in designated containers and storage areas to prevent spoilage. Prepare a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures. : Take and record temperature of food and food storage areas, such as refrigerators and freezers. Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving. Place food trays over food warmers for immediate service, or store them in refrigerated storage cabinets. Portion and wrap the food, or place it directly on plates for service to patrons. Weigh or measure ingredients. Mix ingredients for green salads, molded fruit salads, vegetable salads, and pasta salads. Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas. Remove trash and clean kitchen garbage containers. Assist cooks and kitchen staff with various tasks as needed, and provide cooks with needed items. Carry food supplies, equipment, and utensils to and from storage and work areas. Use manual or electric appliances to clean, peel, slice, and trim foods. Inform supervisors when equipment is not working properly and when food and supplies are getting low, and order needed items. Make special dressings and sauces as condiments for sandwiches. Stir and strain soups and sauces. Butcher and clean fowl, fish, poultry, and shellfish to prepare for cooking or serving. Keep records of the quantities of food used. Load dishes, glasses, and tableware into dishwashing machines Distribute food to waiters and waitresses to serve to customers. Operate cash register, handle money, and give correct change. Cut, slice or grind meat, poultry, and seafood to prepare for cooking. Distribute menus to hospital patients, collect diet sheets, and deliver food trays and snacks to nursing units or directly to patients. Stock cupboards and refrigerators, and tend salad bars and buffet meals. Add cutlery, napkins, food, and other items to trays on assembly lines in hospitals, cafeterias, airline kitchens, and similar establishments. Package take-out foods or serve food to customers. Prepare and serve a variety of beverages such as coffee, tea, and soft drinks. Vacuum dining area and sweep and mop kitchen floor. Scrape leftovers from dishes into garbage containers

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action

Process customer bills or payments. Cook foods. Arrange food for serving. Clean food preparation areas, facilities, or equipment.

Present food or beverage information or menus to customers. Prepare foods for cooking or serving. Record operational or production data. Clean tableware. Stock serving stations or dining areas with food or supplies. Operate cash registers.

Cut cooked or raw foods. Store supplies or goods in kitchens or storage areas. Serve food or beverages. Prepare hot or cold beverages. Clean food service areas. Assess equipment functioning. Package food or supplies. Move equipment, supplies or food

Senior Trainee Assignment Description

to required locations. Mix ingredients. Measure ingredients. Remove trash. Assist chefs or caterers with food or drink preparation.

Host Agency Health and Safety Consultation/Orientation (Completed By the Host Agency Supervisor during the Orientation) (Date) _____

Are you capable of performing the essential duties and requirements of this position -☐ with or ☐ without- reasonable accommodations?
Initials (Senior Trainee) _____ (Date) _____

☐ Use of cleaning chemicals ☐ Heavy lifting ☐ Severe/Inclement Weather ☐ Evacuation: Fire/ Emergency ☐ Van/Bus Driving Safety ☐ Office Safety

☐Inclement/Severe Weather ☐Dress and Appearance (Example: Proper Shoes, Appropriate Clothing, Safety Equipment)

☐ Use of Cell Phones while at my Assignment ☐ Reporting of workplace injuries at my assignment ☐ Increased responsibilities at my assignment.

I have participated and have discussed my duties and requirements for this position of Kitchen Assistant at _____ on this date: _____.

_____ (Senior Trainee Signature)

_____ (Host Agency Supervisor's Signature)

Senior Employment Program Office Use Only:

Job Ready Performance Evaluation:

Evaluation Date _____ Senior Trainee's Initials _____ Host Agency Supervisor Initials _____

Senior Trainee Assignment Description

Senior Trainee Name:	**Position Title:** Office Assistant
Host Agency Name:	**Assignment Date:**
Assignment Location (Address) **Physical:** _____ **Mailing:** _____ **City:** _____ **State: AL** **Zip Code:** _____	**Phone Number: (334)** _____ **Fax Number: (334)** _____

Assignment Objective: Provide Clerical, Administrative, or Office training skills to assist Mr./Ms. _____ locate employment in the public or private sector.

Work Days/Hours: Monday Hours: _____am- _____ pm; Tuesday Hours: _____am- _____ pm; Wednesday Hours: _____am- _____ pm; Thursday Hours: _____am- _____ pm; Friday Hours: _____am- _____ pm; Saturday Hours _____am- _____ pm; Sunday Hours: _____am- _____pm. Wage Rate: Hourly $7.25 **(Must equal no more than 19.75 hours per week**

Supervision: Mr./Ms. _____ or her designee will provide supervision for this assignment

Requirements: (i.e., Should include areas such as Mopping, Driving, Heavy Lifting, Etc.) The senior trainee will be required to complete assigned duties with a cooperative attitude utilizing verbal and written instructions while working with DHR staff, clients, and agency visitors. Repetitive bending, stooping, stretching and lifting will be required to file, copy and purge files throughout the normal business day. Confidentiality will be maintained for all work and interactions at DHR.

Assignment Duties: Maintain confidentiality of all information and interactions at DHR. Contact adult service clients by telephone to complete a well-check and document contact. Review and file documents in case files. Fax information as requested to designated fax site. Copy files and documents subpoenaed by court and required for day to day business operations. Stamping required information on envelopes and forms needed for day to day business operations. Select, review, purge, shred and file assigned records. Greet, sign-in, and check identification of clients at the receptionist window. Answer phone in Food Stamp Office and take messages or transfer calls. Locate records as needed. Assist clients, as needed, in completing application.

- **Additional Information: (O*NET Knowledge, Skills, and Abilities):**

·Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers; ·Answer telephones, direct calls, and take messages; ·Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer; ·Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints; · Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail; Compile, copy, sort, and file

Senior Trainee Assignment Description

records of office activities, business transactions, and other activities; ·Compute, record, and proofread data and other information, such as records or reports; ·Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters; ·Complete work schedules, manage calendars, and arrange appointments; ·Review files, records, and other documents to obtain information to respond to requests; ·Deliver messages and run errands; Inventory and order materials, supplies, and services; ·Troubleshoot problems involving office equipment, such as computer hardware and software; ·Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions; ·Complete and mail bills, contracts, policies, invoices, or checks; · Process and prepare documents, such as business or government forms and expense reports; ·Make travel arrangements for office personnel; ·Prepare meeting agendas, attend meetings, and record and transcribe minutes; ·Count, weigh, measure, or organize materials.

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Service Orientation** — Actively looking for ways to help people.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Host Agency Health and Safety Consultation/Orientation (Completed By the Host Agency Supervisor during the Orientation) (Date) _____

Are you capable of performing the essential duties and requirements of this position -☐ with or ☐ without- reasonable accommodations?
Initials (Senior Trainee) _____ (Date) _____

☐ Use of cleaning chemicals ☐ Heavy lifting ☐ Severe/Inclement Weather ☐ Evacuation: Fire/ Emergency ☐ Van/Bus Driving Safety ☐ Office Safety

☐ Inclement/Severe Weather ☐ Dress and Appearance (Example: Proper Shoes, Appropriate Clothing, Safety Equipment)

☐ Use of Cell Phones while at my Assignment ☐ Reporting of workplace injuries at my assignment ☐ Increased responsibilities at my assignment.

I have participated and have discussed my duties and requirements for this position of Library Assistant at _____ on this date: _____.

_____ (Senior Trainee Signature)

_____ (Host Agency Supervisor's Signature)

Senior Employment Program Office Use Only:

Job Ready Performance Evaluation:

Evaluation Date _____ Senior Trainee's Initials _____ Host Agency Supervisor Initials _____

Senior Trainee Assignment Description

Senior Trainee Name:	**Position Title:** Office Assistant
Host Agency Name:	**Assignment Date:**
Assignment Location (Address) **Physical:** _____ **Mailing:** _____ **City:** _____ **State: AL** **Zip Code:** _____	**Phone Number: (334)** _____ **Fax Number: (334)** _____

Assignment Objective: Provide Clerical, Administrative, or Office training skills to assist Mr./Ms. _____ locate employment in the public or private sector.

Work Days/Hours: Monday Hours: _____am- _____ pm; Tuesday Hours: _____am- _____ pm; Wednesday Hours: _____am- _____ pm; Thursday Hours: _____am- _____ pm; Friday Hours: _____am- _____ pm; Saturday Hours _____am- _____ pm; Sunday Hours: _____am- _____pm. Wage Rate: Hourly $7.25 **(Must equal no more than 19.75 hours per week**

Supervision: Mr./Ms. _____ or her designee will provide supervision for this assignment

Requirements: (i.e., Should include areas such as Mopping, Driving, Heavy Lifting, Etc.) The senior trainee will be required to complete assigned duties with a cooperative attitude utilizing verbal and written instructions while working with DHR staff, clients, and agency visitors. Repetitive bending, stooping, stretching and lifting will be required to file, copy and purge files throughout the normal business day. Confidentiality will be maintained for all work and interactions at DHR.

Assignment Duties: Maintain confidentiality of all information and interactions at DHR. Contact adult service clients by telephone to complete a well-check and document contact. Review and file documents in case files. Fax information as requested to designated fax site. Copy files and documents subpoenaed by court and required for day to day business operations. Stamping required information on envelopes and forms needed for day to day business operations. Select, review, purge, shred and file assigned records. Greet, sign-in, and check identification of clients at the receptionist window. Answer phone in Food Stamp Office and take messages or transfer calls. Locate records as needed. Assist clients, as needed, in completing application.

- **Additional Information: (O*NET Knowledge, Skills, and Abilities):**

·Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers; ·Answer telephones, direct calls, and take messages; ·Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer; ·Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints; · Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail; Compile, copy, sort, and file

Senior Trainee Assignment Description

records of office activities, business transactions, and other activities; ·Compute, record, and proofread data and other information, such as records or reports; ·Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters; ·Complete work schedules, manage calendars, and arrange appointments; ·Review files, records, and other documents to obtain information to respond to requests; ·Deliver messages and run errands; Inventory and order materials, supplies, and services; ·Troubleshoot problems involving office equipment, such as computer hardware and software; ·Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions; ·Complete and mail bills, contracts, policies, invoices, or checks; · Process and prepare documents, such as business or government forms and expense reports; ·Make travel arrangements for office personnel; ·Prepare meeting agendas, attend meetings, and record and transcribe minutes; ·Count, weigh, measure, or organize materials.

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Service Orientation** — Actively looking for ways to help people.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Host Agency Health and Safety Consultation/Orientation (Completed By the Host Agency Supervisor during the Orientation) (Date) _____

Are you capable of performing the essential duties and requirements of this position -☐ with or ☐ without- reasonable accommodations?
Initials (Senior Trainee) _____ (Date) _____

☐ Use of cleaning chemicals ☐ Heavy lifting ☐ Severe/Inclement Weather ☐ Evacuation: Fire/ Emergency ☐ Van/Bus Driving Safety ☐ Office Safety

☐Inclement/Severe Weather ☐Dress and Appearance (Example: Proper Shoes, Appropriate Clothing, Safety Equipment)

☐ Use of Cell Phones while at my Assignment ☐ Reporting of workplace injuries at my assignment ☐ Increased responsibilities at my assignment.

I have participated and have discussed my duties and requirements for this position of Library Assistant at _____ on this date: _____.

_____ (Senior Trainee Signature)

_____ (Host Agency Supervisor's Signature)

Senior Employment Program Office Use Only:

Job Ready Performance Evaluation:

Evaluation Date _____ Senior Trainee's Initials _____ Host Agency Supervisor Initials _____

Senior Trainee Assignment Description

Senior Trainee Name:	**Position Title:** Van Driver/Janitor
Host Agency Name:	**Assignment Date:**
Assignment Location (Address) **Physical:** _____ **Mailing:** _____ **City:** _____ **State:** AL **Zip Code:** _____	**Phone Number: (334)** _____ **Fax Number: (334)** _____

Assignment Objective: Provide Custodial, Janitorial, or Driving training skills to assist Mr./Ms. _____ locate employment in the public or private sector.

Work Days/Hours: Monday Hours: _____am- ____ pm; Tuesday Hours: _____am- _____ pm; Wednesday Hours: _____am- _____ pm; Thursday Hours: _____am- _____ pm; Friday Hours: _____am- _____ pm; Saturday Hours _____am- _____ pm; Sunday Hours: _____am- _____pm. Wage Rate: Hourly $7.25 **(Must equal no more than 19.75 hours per week**

Supervision: Mr./Ms. _____ or her designee will provide supervision during this assignment

Requirements: (i.e., Should include areas such as Mopping, Driving, Heavy Lifting, Etc.)
Valid driver's license and automobile insurance: ability to drive van pick-up and delivery of clients at their homes. Fuel or re-fuel vehicle as needed or required. Verify maintenance of vehicle and clean vehicle as required. Assist with kitchen set up, food preparation, and kitchen cleanliness after driving duties are completed. Lift approximately 15 pounds

Assignment Duties: Polices and cleans up parking areas and areas around senior center. Cleans, sweeps, as needed or required. Checks senior center vehicles for maintenance such as oil level, gas, refueling needs or requirements, tire pressure and documents mileage for daily and monthly reports. Pick up and delver clients to senior center or take them back to their homes at the end of the day. Drive senior center clients to activities or events as directed by the senior center director. Assist senior center director with activities or events as required.

- **Additional Information: (O*NET Knowledge, Skills, and Abilities):**

Obey traffic laws and follow established traffic and transportation procedures; Turn in receipts and money received from deliveries; Read maps and follow written or verbal geographic directions; Verify the contents of inventory loads against shipping papers; Load and unload trucks, vans, or automobiles; Drive vehicles with capacities under three tons to transport materials to and from specified destinations, such as railroad stations, plants, residences, offices, or within industrial yards; Maintain records, such as vehicle logs, records of cargo, or billing statements, in accordance with regulations; Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition; Present bills and receipts and collect

payments for goods delivered or loaded; Report any mechanical problems encountered with vehicles; Perform emergency repairs, such as changing tires or installing light bulbs, fuses, tire chains, or spark plugs; Report delays, accidents, or other traffic and transportation situations to bases or other vehicles, using telephones or mobile two-way radios; Use and maintain the tools or equipment found on commercial vehicles, such as weighing or measuring devices.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to makeimprovements or take corrective action.

Host Agency Health and Safety Consultation/Orientation (Completed By the Host Agency Supervisor during the Orientation) (Date) _____

Are you capable of performing the essential duties and requirements of this position -☐ with or ☐ without- reasonable accommodations?
Initials (Senior Trainee) _____ (Date) _____

☐ Use of cleaning chemicals ☐ Heavy lifting ☐ Severe/Inclement Weather ☐ Evacuation: Fire/ Emergency ☐ Van/Bus Driving Safety ☐ Office Safety

☐ Inclement/Severe Weather ☐ Dress and Appearance (Example: Proper Shoes, Appropriate Clothing, Safety Equipment)

☐ Use of Cell Phones while at my Assignment ☐ Reporting of workplace injuries at my assignment ☐ Increased responsibilities at my assignment.

I have participated and have discussed my duties and requirements for this position of Van Driver/Janitor at _____ on this date: _____

_____ (Senior Trainee Signature)

_____ (Host Agency Supervisor's Signature)

Senior Employment Program Office Use Only:

Job Ready Performance Evaluation:

Evaluation Date _____ Senior Trainee's Initials _____ Host Agency Supervisor Initials _____

Senior Trainee Assignment Description

Senior Trainee Name:	**Position Title:** Service Worker
Host Agency Name:	**Assignment Date:**

Assignment Location (Address) Physical: _____ Mailing: _____ City: _____ State: AL Zip Code: _____	**Phone Number: (334)** _____ **Fax Number: (334)** _____

Assignment Objective: Provide Custodial, Janitorial or driving training skills to assist senior trainee locate employment in the public or private sector.

Work Days/Hours: Monday Hours: _____am- _____ pm; Tuesday Hours: _____am- _____ pm; Wednesday Hours: _____am- _____ pm; Thursday Hours: _____am- _____ pm; Friday Hours: _____am- _____ pm; Saturday Hours _____am- _____ pm; Sunday Hours: _____am- _____pm. Wage Rate: Hourly $7.25 (Must equal no more than 19.75 hours per week

Supervision: Mr./Ms. _____or his/her designee will provide supervision during this assignment

Requirements: (i.e., Should include areas such as Mopping, Driving, Heavy Lifting, Etc.) Bending, stooping, lifting, carrying items throughout his daily assignment. Use of hands, arms, and fingers dexterity. Communication between supervisor, co-workers and others throughout the day.

Assignment Duties: Must be knowledgeable of emergency procedures, accident reporting and proper techniques for assisting individuals with disabilities or other limitations. Provide cleaning, maintenance, janitorial, laundry, litter patrol, assembly, disassembly or lawn services as assigned Evaluate/Manage the need for supplies in the areas assigned and request additional supplies as needed. Follow checklists/task lists established in area of assignment. Assist clients with assigned activities/duties/needs. Perform quality checks during work performance and upon work completion Perform preventive maintenance prior to use of equipment and to use equipment appropriately. Maintain a safe, clean and healthy work environment. Mops, sweeps and vacuum floors. Dust furniture and objects, cleans glass. Cleans and maintains bathrooms including re-supplying soap and paper products. Cleans windows, blinds, walls, doors, baseboards, office furniture, break/food areas. Collect and remove waste and garbage. Assemble/Disassemble various materials per job order. Identify, place and sort parts. Operate baling equipment, power saws, air-powered nailers, sewing machines, winding machines, power strappers, scales and heat sealers. Inspect parts/components for defects and quality standards. Package and box materials per job order. Cleans, sanitizes, and stores pots, pans, dishes, silverware and other food services items using approved practices as appropriate for the system being used. Rack various plates, glasses, silverware, etc. into dishwashing machine from conveyor. Assist in various sanitation task associated with cleaning a food service area to include sweeping, mopping, vacuuming, scrubbing, polishing, etc. Assist in food prep to include washing, mixing, slicing, dicing, shredding, tenderizing, frying, baking, broiling, grilling, etc. Set up/break down tables and chairs according to set catering standards. Collect and remove waste and garbage. Assist w/ loading/unloading of food products for storage and delivery. Deliver food carts to assigned areas. Cleans, sanitizes, and stores pots, pans, dishes, silverware and other food services items using approved practices as appropriate for the system being used. Cleans and maintains garbage disposal and dishwashing equipment.

Senior Trainee Assignment Description

Collect and remove waste and garbage. Rack various plates, glasses, silverware, etc. into dishwashing machine from conveyor. Deliver food carts to assigned areas. Cleans and maintains garbage disposal and dishwashing equipment. Pressure wash food service carts. Supply food court areas w/ condiments. Stock food products in designated areas. Assist hospital staff with food cart prep and delivery. Picks up and delivers linen from/to assigned areas. Sorts and weighs soiled/clean linen. Loads and unloads linen to/from washers and dryers. Folds and irons linen. Inspects linen for quality. Assist in preparation, cleanup, and serving of meals and snacks. Provide janitorial services as necessary to include sweeping, mopping, vacuuming, dusting, sanitizing, polishing, scrubbing, etc. Provide direction and assistance to the day care clients. Provide pickup and delivery services of clients in a safe manner. Maintain vehicle maintenance and safety requirements. Communicate effectively and respectfully while dealing with complaints or adversity. Communicate positively and caringly with day care clients. Provide or perform personal care to clients including hygiene care. Provide support for recycling area in separating recyclable materials, operation of baling equipment, material handling of all recycled materials. To ensure that salvaged materials are placed designated areas, after separation. Perform quality checks during work performance and work completion. Maintain a safe, clean and healthy work environment. Operate balers and fork lift with all safety precautions taken. Communicate positively and caringly with fellow employees. Drive forklift to move materials or stock from one location to another as needed or required. Ensure forklift is checked for maintenance and complete required paperwork as needed or required. Refuel forklift or ensure forklift is available for use as needed or required.

Host Agency Health and Safety Consultation/Orientation (Completed By the Host Agency Supervisor during the Orientation) (Date) _____
Are you capable of performing the essential duties and requirements of this position -☐ with or ☐ without- reasonable accommodations?
Initials (Senior Trainee) _____ (Date) _____

☐ Use of cleaning chemicals ☐ Heavy lifting ☐ Severe/Inclement Weather ☐ Evacuation: Fire/ Emergency ☐ Van/Bus Driving Safety ☐ Office Safety

☐ Inclement/Severe Weather ☐ Dress and Appearance (Example: Proper Shoes, Appropriate Clothing, Safety Equipment)

☐ Use of Cell Phones while at my Assignment ☐ Reporting of workplace injuries at my assignment ☐ Increased responsibilities at my assignment.

I have participated and have discussed my duties and requirements for this position of Service Worker at _____ on this date: _____

_____ (Senior Trainee Signature)

_____ (Host Agency Supervisor's Signature)

Senior Employment Program Office Use Only:

Job Ready Performance Evaluation:

Evaluation Date _____ Senior Trainee's Initials _____ Host Agency Supervisor Initials _____

Senior Trainee Assignment Description

Senior Trainee Name:	**Position Title:** Van Driver/Janitor
Host Agency Name:	**Assignment Date:**
Assignment Location (Address) **Physical:** _____ **Mailing:** _____ **City:** _____ **State: AL Zip Code:** _____	**Phone Number: (334)** _____ **Fax Number: (334)** _____

Assignment Objective: Provide Driving training skills to assist Mr./Ms. _____ locate employment in the public or private sector.

Work Days/Hours: Monday Hours: _____am- ____ pm; Tuesday Hours: _____am- _____ pm; Wednesday Hours: _____am- _____ pm; Thursday Hours: _____am- _____ pm; Friday Hours: _____am- _____ pm; Saturday Hours _____am- _____ pm; Sunday Hours: _____am- _____pm. Wage Rate: Hourly $7.25 **(Must equal no more than 19.75 hours per week**

Supervision: Mr./Ms. _____ or her designee will provide supervision during this assignment

Requirements: (i.e., Should include areas such as Mopping, Driving, Heavy Lifting, Etc.)
Valid driver's license and automobile insurance: ability to drive van pick-up and delivery of clients at their homes. Fuel or re-fuel vehicle as needed or required. Verify maintenance of vehicle and clean vehicle as required. Assist with kitchen set up, food preparation, and kitchen cleanliness after driving duties are completed. Lift approximately 15 pounds

Assignment Duties: Deliver homebound meals as needed or required. Verify mileage and turn in records or reports on a daily basis. Assist with homebound meal preparation and delivery of homebound meals. Ensure clients are seated and follows drivers safety instructions when driving van. Follow local, state, and federal traffic laws when picking up or delivering clients to their home or the senior center. Assist with kitchen set up, food preparation of homebound meals, serve clients, and kitchen cleanliness when driving duties are completed. Fuel or re-fuel van as required. Assist senior center director with activities such as games, and other events or outside activities. Provide vehicle maintenance and mileage information to the senior center director for monthly reports

- **Additional Information: (O*NET Knowledge, Skills, and Abilities):**

·Obey traffic laws and follow established traffic and transportation procedures; ·Turn in receipts and money received from deliveries; ·Read maps and follow written or verbal geographic directions; ·Verify the contents of inventory loads against shipping papers; ·Load and unload trucks, vans, or automobiles; ·Drive vehicles with capacities under three tons to transport materials to and from specified destinations, such as railroad stations, plants, residences, offices, or within industrial yards; ·Maintain records, such as vehicle logs, records of cargo, or billing statements, in accordance with regulations; ·Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in

Senior Trainee Assignment Description

proper working condition; Present bills and receipts and collect payments for goods delivered or loaded; ·Report any mechanical problems encountered with vehicles; ·Perform emergency repairs, such as changing tires or installing light bulbs, fuses, tire chains, or spark plugs; ·Report delays, accidents, or other traffic and transportation situations to bases or other vehicles, using telephones or mobile two-way radios; ·Use and maintain the tools or equipment found on commercial vehicles, such as weighing or measuring devices; ·Service, clean, or supply restrooms; ·Clean building floors by sweeping, mopping, scrubbing, or vacuuming; ·Gather and empty trash; ·Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures; ·Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications;

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

Host Agency Health and Safety Consultation/Orientation (Completed By the Host Agency Supervisor during the Orientation) (Date) _____

Are you capable of performing the essential duties and requirements of this position - ☐ with or ☐ without- reasonable accommodations?
Initials (Senior Trainee) _____ (Date) _____

☐ Use of cleaning chemicals ☐ Heavy lifting ☐ Severe/Inclement Weather ☐ Evacuation: Fire/ Emergency ☐ Van/Bus Driving Safety ☐ Office Safety

☐ Inclement/Severe Weather ☐ Dress and Appearance (Example: Proper Shoes, Appropriate Clothing, Safety Equipment)

☐ Use of Cell Phones while at my Assignment ☐ Reporting of workplace injuries at my assignment ☐ Increased responsibilities at my assignment.

I have participated and have discussed my duties and requirements for this position of Van Driver/Janitor at _____ on this date: _____.

_____ (Senior Trainee Signature)

_____ (Host Agency Supervisor's Signature)

Senior Employment Program Office Use Only:

Job Ready Performance Evaluation:

Evaluation Date _____ Senior Trainee's Initials _____ Host Agency Supervisor Initials _____

Senior Trainee Assignment Description

Senior Trainee Name:	**Position Title:** Van Driver/Janitor
Host Agency Name:	**Assignment Date:**
Assignment Location (Address) **Physical:** _____ **Mailing:** _____ **City:** _____ **State:** AL **Zip Code:** _____	**Phone Number: (334)** _____ **Fax Number: (334)** _____

Assignment Objective: Provide Custodial, Janitorial, or Driving training skills to assist Mr./Ms. _____ locate employment in the public or private sector.

Work Days/Hours: Monday Hours: _____am- ____ pm; Tuesday Hours: _____am- _____ pm; Wednesday Hours: _____am- _____ pm; Thursday Hours: _____am- _____ pm; Friday Hours: _____am- _____ pm; Saturday Hours _____am- _____ pm; Sunday Hours: _____am- _____pm. Wage Rate: Hourly $7.25 **(Must equal no more than 19.75 hours per week**

Supervision: Mr./Ms. _____ or her designee will provide supervision during this assignment

Requirements: (i.e., Should include areas such as Mopping, Driving, Heavy Lifting, Etc.)
Valid driver's license and automobile insurance: ability to drive van pick-up and delivery of clients at their homes. Fuel or re-fuel vehicle as needed or required. Verify maintenance of vehicle and clean vehicle as required. Assist with kitchen set up, food preparation, and kitchen cleanliness after driving duties are completed. Lift approximately 15 pounds

Assignment Duties: Polices and cleans up parking areas and areas around senior center. Cleans, sweeps, as needed or required. Checks senior center vehicles for maintenance such as oil level, gas, refueling needs or requirements, tire pressure and documents mileage for daily and monthly reports. Pick up and delver clients to senior center or take them back to their homes at the end of the day. Drive senior center clients to activities or events as directed by the senior center director. Assist senior center director with activities or events as required.

- **Additional Information: (O*NET Knowledge, Skills, and Abilities):**

Obey traffic laws and follow established traffic and transportation procedures; Turn in receipts and money received from deliveries; Read maps and follow written or verbal geographic directions; Verify the contents of inventory loads against shipping papers; Load and unload trucks, vans, or automobiles; Drive vehicles with capacities under three tons to transport materials to and from specified destinations, such as railroad stations, plants, residences, offices, or within industrial yards; Maintain records, such as vehicle logs, records of cargo, or billing statements, in accordance with regulations; Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition; Present bills and receipts and collect

Senior Trainee Assignment Description

payments for goods delivered or loaded; Report any mechanical problems encountered with vehicles; Perform emergency repairs, such as changing tires or installing light bulbs, fuses, tire chains, or spark plugs; Report delays, accidents, or other traffic and transportation situations to bases or other vehicles, using telephones or mobile two-way radios; Use and maintain the tools or equipment found on commercial vehicles, such as weighing or measuring devices.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to makeimprovements or take corrective action.

Host Agency Health and Safety Consultation/Orientation (Completed By the Host Agency Supervisor during the Orientation) (Date) _____

Are you capable of performing the essential duties and requirements of this position -☐ with or ☐ without- reasonable accommodations?
Initials (Senior Trainee) _____ (Date) _____

☐ Use of cleaning chemicals ☐ Heavy lifting ☐ Severe/Inclement Weather ☐ Evacuation: Fire/ Emergency ☐ Van/Bus Driving Safety ☐ Office Safety

☐Inclement/Severe Weather ☐Dress and Appearance (Example: Proper Shoes, Appropriate Clothing, Safety Equipment)

☐ Use of Cell Phones while at my Assignment ☐ Reporting of workplace injuries at my assignment ☐ Increased responsibilities at my assignment.

I have participated and have discussed my duties and requirements for this position of Van Driver/Janitor at _____on this date: _____

_____ (Senior Trainee Signature)

_____ (Host Agency Supervisor's Signature)

Senior Employment Program Office Use Only:

Job Ready Performance Evaluation:

Evaluation Date _____ Senior Trainee's Initials _____ Host Agency Supervisor Initials _____

Senior Trainee Assignment Description

Senior Trainee Name:	**Position Title:** SECAP Office Assistant
Host Agency Name:	**Assignment Date:**
Assignment Location (Address) **Physical:** _____ **Mailing:** _____ **City:** _____ **State:** AL **Zip Code:** _____	**Phone Number: (334)** _____ **Fax Number: (334)** _____

Assignment Objective: Provide Clerical, Administrative, or Office training skills to assist Mr./Ms. _____ locate employment in the public or private sector.

Work Days/Hours: Monday Hours: _____am- _____ pm; Tuesday Hours: _____am- _____ pm; Wednesday Hours: _____am- _____ pm; Thursday Hours: _____am- _____ pm; Friday Hours: _____am- _____ pm; Saturday Hours _____am- _____ pm; Sunday Hours: _____am- _____pm. Wage Rate: Hourly $7.25 **(Must equal no more than 19.75 hours per week**

Supervision: Mr./Ms. _____ or her designee will provide supervision during this assignment

Requirements: (i.e., Should include areas such as Mopping, Driving, Heavy Lifting, Etc.) The senior trainee will be required to complete assigned duties with a cooperative attitude utilizing verbal and written instructions while working with SECAP staff, clients, and agency visitors. Repetitive bending, stooping, stretching and lifting will be required to file, copy and purge files throughout the normal business day. Confidentiality will be maintained for all work and interactions at SECAP

Assignment Duties: Maintain confidentiality of all information and interactions at SECAP. Contact adult service clients by telephone to complete a well-check and document contact. Review and file documents in case files. Fax information as requested to designated fax site. Copy files and documents subpoenaed by court and required for day to day business operations. Stamping required information on envelopes and forms needed for day to day business operations. Select, review, purge, shred and file assigned records. Greet, sign-in, and check identification of clients at the receptionist window. Answer phone in Food Stamp Office and take messages or transfer calls. Locate records as needed. Assist clients, as needed, in completing application.

- **Additional Information: (O*NET Knowledge, Skills, and Abilities):**

·Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers; ·Answer telephones, direct calls, and take messages; ·Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer; ·Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints; · Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail; Compile, copy, sort, and file records of office activities, business transactions, and other activities; ·Compute, record, and proofread data and other information, such as records

Senior Trainee Assignment Description

or reports; ·Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters; ·Complete work schedules, manage calendars, and arrange appointments; ·Review files, records, and other documents to obtain information to respond to requests; ·Deliver messages and run errands; Inventory and order materials, supplies, and services; ·Troubleshoot problems involving office equipment, such as computer hardware and software; ·Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions; ·Complete and mail bills, contracts, policies, invoices, or checks; · Process and prepare documents, such as business or government forms and expense reports; ·Make travel arrangements for office personnel; ·Prepare meeting agendas, attend meetings, and record and transcribe minutes; ·Count, weigh, measure, or organize materials.

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Service Orientation** — Actively looking for ways to help people.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Host Agency Health and Safety Consultation/Orientation (Completed By the Host Agency Supervisor during the Orientation) (Date) _____

Are you capable of performing the essential duties and requirements of this position - ☐ with or ☐ without- reasonable accommodations?
Initials (Senior Trainee) _____ (Date) _____

☐ Use of cleaning chemicals ☐ Heavy lifting ☐ Severe/Inclement Weather ☐ Evacuation: Fire/ Emergency ☐ Van/Bus Driving Safety ☐ Office Safety

☐ Inclement/Severe Weather ☐ Dress and Appearance (Example: Proper Shoes, Appropriate Clothing, Safety Equipment)

☐ Use of Cell Phones while at my Assignment ☐ Reporting of workplace injuries at my assignment ☐ Increased responsibilities at my assignment.

I have participated and have discussed my duties and requirements for this position of Library Assistant at _____ on this date: _____.

_____ _____
(Senior Trainee Signature) (Host Agency Supervisor's Signature)

Senior Employment Program Office Use Only:

Job Ready Performance Evaluation:

Evaluation Date _____ Senior Trainee's Initials _____ Host Agency Supervisor Initials _____