

Transitional work warehouse—Service industry

Job or task	Light-duty	Moderate intensity
Auto repair, dealerships		
Answering phones	X	
Auditing maintenance records	X	
Calling for collections	X	
Cashiering	X	
Changing light bulbs		X
Checking and repairing safety equipment (fire extinguishers, smoke detectors and first-aid kits)	X	
Checking exhaust systems		X
Checking tires		X
Cleaning break rooms	X	
Cleaning paint brushes	X	
Completing paperwork for mechanics	X	
Conducting site, building, vehicle or other safety inspections/surveys	X	
Counting parts inventory	X	
Detailing vehicles	X	
Driving customers to/from work	X	
Emptying waste baskets	X	
Entering gas information into tracking system	X	
Filing, copying, faxing and typing	X	
Greeting customers	X	
Monitoring car wash	X	
Organizing tool boxes	X	
Painting		X
Performing clock and accessory repairs		X
Performing cruise-control repairs		X
Performing electrical repairs		X
Performing service representatives duties	X	
Preparing mailings for customers	X	
Pumping gas	X	
Reading manuals and watching training films	X	
Restocking bathrooms	X	
Running parts	X	
Securing facilities and vehicles	X	
Servicing customers	X	
Shredding documents	X	
Sorting and unpacking small parts		X

Job or task	Light-duty	Moderate intensity
Stocking		X
Sweeping		X
Training new employees	X	
Updating job descriptions	X	
Updating safety manuals and MSD sheets	X	
Washing vehicles	X	
Building operations		
Answering phones	X	
Attending a class or seminar	X	
Changing light bulbs		X
Checking safety equipment (fire extinguishers, smoke detectors and first-aid kits)	X	
Cleaning lint traps in laundry rooms	X	
Cleaning rooms and appliances		X
Cleaning windows and doors		X
Compiling safety manuals and MSD sheets	X	
Conducting fire drills	X	
Conducting site, building, vehicle or other safety inspections/surveys	X	
Delivering messages	X	
Developing evacuation maps	X	
Dusting	X	
Emptying garbage cans		X
Filing	X	
Giving building tours	X	
Inspecting buildings	X	
Inspecting door locks, hardware and hinges	X	
Locking and unlocking laundry rooms	X	
Ordering supplies	X	
Organizing supplies	X	
Overseeing new employees	X	
Picking up grounds around buildings	X	
Running errands	X	
Scheduling employees	X	
Securing facilities	X	
Showing spaces for lease	X	
Shredding documents	X	
Stocking brutes		X
Stuffing envelopes	X	
Updating job descriptions	X	
Verifying time cards	X	
Watching safety videos	X	
Convenience stores		
Arranging shelves		X

Job or task	Light-duty	Moderate intensity
Bagging	X	
Cashiering	X	
Cleaning bathrooms and shelves		X
Completing paperwork	X	
Conducting site, building, vehicle or other safety inspections/surveys	X	
Counting inventory	X	
Dusting	X	
Facing products	X	
Greeting customers	X	
Preparing food	X	
Pricing merchandise	X	
Shredding documents	X	
Stocking (light)		X
Drivers		
Answering phones (handset if “no-handed work”)	X	
Assembly		X
Auditing drivers’ logs	X	
Changing light bulbs		X
Cleaning shop areas, break room and bathrooms		X
Cleaning vehicles (moderate)		X
Conducting site, building, vehicle or other safety inspections/surveys	X	
Counting inventory	X	
Delivering mail	X	
Dispatching	X	
Driving a route (light)	X	
Driving a bus, chauffeur, etc		X
Entering data	X	
Filing, copying and typing	X	
Greeting customers	X	
Inspecting vehicles for safety equipment	X	
Monitoring alarms, video equipment and electrical systems	X	
Monitoring truck maintenance and records	X	
Painting signs		X
Performing safety walk throughs	X	
Picking up garbage in the yard		X
Placing decals on bottles		X
Receiving incoming trucks in the weight house	X	
Recycling (light)	X	
Reviewing safety videos	X	
Riding with trainee drivers		X
Servicing customers	X	

Job or task	Light-duty	Moderate intensity
Shredding documents	X	
Sorting recyclables	X	
Training	X	
Updating job descriptions	X	
Updating maintenance logs	X	
Updating safety manuals and MSD sheets	X	
Washing windows		X
Employment agencies		
Answering phones	X	
Checking safety equipment (fire extinguishers, smoke detectors and first-aid kits)	X	
Cleaning offices, break room, lunchroom, bathrooms and conference rooms (light)		X
Conducting site, building, vehicle or other safety inspections/surveys	X	
Copying and typing	X	
Filing and alphabetizing applications	X	
Learning new office skills	X	
Mailings	X	
Making maps for companies employees are sent to	X	
Performing special projects	X	
Shredding documents	X	
Viewing safety videos	X	
Food service		
Answering phones	X	
Bagging customers' items		X
Breaking down boxes		X
Calling customers (service)	X	
Cashiering	X	
Changing light bulbs		X
Checking prices on invoices	X	
Cleaning break rooms		X
Cleaning conveyor belts at registers		X
Cleaning fixtures		X
Cleaning windows and doors		X
Collecting cardboard off shelves		X
Collecting carts from parking lot		X
Conducting site, building, vehicle or other safety inspections/surveys	X	
Counting inventory	X	
Displaying advertisements and changing sales signs	X	
Emptying garbage cans		X

Job or task	Light-duty	Moderate intensity
Entering data	X	
Facing products	X	
Filing	X	
Filling supplies	X	
Greeting customers	X	
Handing out carts to customers	X	
Making deliveries	X	
Making intercom announcements	X	
Making maps of store aisles	X	
Marking warehouse tags	X	
Matching orders	X	
Opening mail	X	
Organizing food shelves	X	
Overseeing new employees	X	
Passing out samples	X	
Performing price checks	X	
Performing safety walk throughs (fire extinguishers, smoke detectors and first-aid kits)	X	
Repairing safety equipment	X	
Restocking and cleaning bathrooms	X	
Returning items to shelves	X	
Rotating products	X	
Running errands	X	
Scheduling employees	X	
Securing facilities and products	X	
Shredding documents	X	
Sorting coupons	X	
Stocking shelves		X
Straightening shelves	X	
Stuffing envelopes	X	
Updating job descriptions	X	
Updating safety manuals and MSD sheets	X	
Working at the customer service counter	X	
Working in the warehouse		X
Writing orders	X	
Hotel		
Answering phones	X	
Arranging cabinets		X
Assisting banquet set up	X	
Assisting bakery	X	
Cashiering	X	
Changing light bulbs		X
Checking safety equipment (fire extinguishers, smoke detectors and first-aid kits)	X	

Job or task	Light-duty	Moderate intensity
Checking supply cupboards		X
Cleaning and purging menus	X	
Cleaning break rooms	X	
Cleaning windows		X
Conducting site, building, vehicle or other safety inspections/surveys	X	
Copying, filing, mailing and typing	X	
Delivering items to rooms	X	
Delivering messages	X	
Doing laundry		X
Emptying ashtrays	X	
Filling salt and pepper shakers, sugar and napkin dispensers	X	
Folding napkins	X	
Garnishing food	X	
Greeting customers	X	
Hostessing	X	
Inspecting facilities	X	
Inspecting rooms	X	
Installing safety and warning signs		X
Inventorying items	X	
Organizing continental breakfasts	X	
Overseeing dining room		X
Performing customer service representative duties	X	
Performing safety walk throughs	X	
Polishing silver	X	
Preparing food (salads, biscuits and bread)	X	
Pushing dessert cart or tray	X	
Restocking bathrooms	X	
Reviewing safety videos	X	
Running errands	X	
Scheduling	X	
Seating customers	X	
Serving coffee and other beverages		X
Setting up tables	X	
Shredding documents	X	
Sorting mail	X	
Sorting silverware	X	
Stocking shelves		X
Taking reservations	X	
Turning down beds		X
Unloading boxes		X
Unloading trucks		X
Updating job descriptions	X	
Updating safety manuals and MSD sheets	X	

Job or task	Light-duty	Moderate intensity
Washing dishes		X
Watching security monitors	X	
Wrapping silverware	X	
Wiping and cleaning surfaces to prevent the spread of flu viruses	X	