My work shift

The shift, in order. Put a task card from page 3 over step 5, or write the task on it.

1



get to work

2



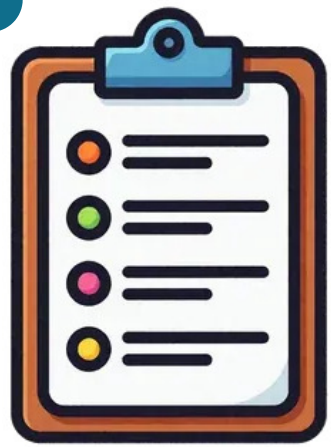
clock in

3



apron or uniform on

4



check my list

5



work on my tasks

6



break time

7



clean up my area

8



clock out

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Talk at work

Point to ask for what you need, to tell your supervisor, and to talk with coworkers.

✓ yes	✗ no	? not sure
one moment	okay	thank you

I need

help	 a break	 the bathroom
 a drink	more time	a quiet place

Tell my supervisor

I'm finished	What's next?	Can you show me?	I don't understand
Can you say it again?	I made a mistake	Where does this go?	I need more supplies
Is this right?	Can I take my break?	I don't feel well	I'll be late

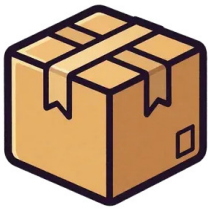
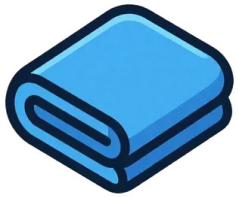
With coworkers

good morning	hi	how are you?
thanks for your help	see you tomorrow	have a good day

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Task cards

Cut on the dashed lines. Put today's tasks in order on the shift schedule, or on a list.

 mop the floor	 sweep	 empty the trash	 stock the shelves	 unpack boxes
 fold towels	 hang clothes	 load the dishwasher	 wash dishes	 wipe the tables
 bring in the carts	 bag groceries	 clean the windows	 water the plants	 make copies
 computer work	 answer the phone	 help in the kitchen	Draw a picture or glue a photo here	Draw a picture or glue a photo here

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