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



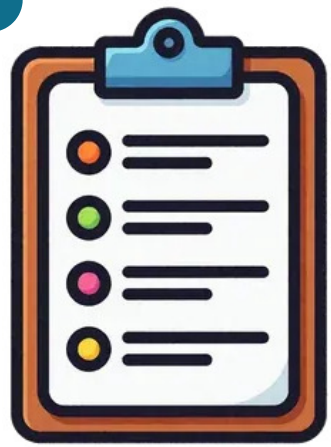
clock in

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



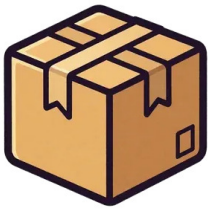
sweep



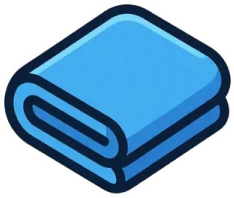
empty the trash



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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