**Sample Transitional Duty Job Bank**

*Although you could customize transitional duty job assignments to fit each injured employee’s restrictions, your company should have a bank of transitional duty positions available to offer injured employees.*

**Office Clerical – assist with inside office clerical tasks such as:**

* Operate computer, copy, fax, and printer
* Notify pertinent staff of schedule changes, meetings, etc.
* Assist with meeting plans and setting up for meetings

**Shop Clerical – assist in the maintenance, housekeeping, repair, or other department tasks such as:**

* Process paperwork
* Take and deliver schedules and messages
* Coordinate repair and maintenance schedules

**Inventory Assistant – assists with control of inventory completing tasks such as:**

* Track inventory and orders supplies
* Document and shelf incoming inventory
* Document replacement items
* Complete re-ordering process under supervision

**Grounds Service Light Custodial – includes tasks such as:**

* Empty and clean trash cans, wash surfaces, sweeping, mopping, etc.

**Food Services Operator – includes tasks such as:**

* Prepare items for orders or serve beverages and concessions
* Collect lunch trays in employee cafeteria

**File Maintenance – includes tasks such as:**

* Work with operations groups to file, archive, and shred documents as needed

**Service Window Cleaner – includes tasks such as:**

* Clean façade ground level windows

**Safety Inspector – includes tasks such as:**

* Assist safety department on routine inspections as needed for fire extinguisher, eyewash, and/or hoists

**Phone Operator – includes tasks such as:**

* Answer telephones, direct calls, and take messages

**Security Bag Check – includes tasks such as:**

* Assist security with bag checks at front gate and entrances
* Monitor back exits

**Inventory Control – includes tasks such as:**

* Compile list of inventory items (products, paper goods, uniforms, etc.) by stock number or control codes
* Write or dictate information into a tape recorder to be compiled into a report or database for use in reordering, restocking or reorganizing

**Customer Service/Office Clerical – includes tasks such as:**

* Take orders, answer telephone inquiries, track shipments, etc.

**Hospitality Greeter – includes tasks such as:**

* Welcome customers and assist those who may need help

**Volunteer Work in Schools – employee volunteers at local schools to:**

* Help kindergarten teachers with reading to the class (note: employee must be able to read)
* Monitor hallways and assist in the library

**Safety Meeting Posters – employee prepares visual aids for safety meeting topics:**

* Color and cut out visual aids
* Assemble items for meetings

**Job Fair Assistant – assists in scheduling and follow-up for job fairs:**

* Photocopy and collate handouts, itemize and stock job fair stationary
* Work job fair booths with recruiters; restock handout supplies, run errands, etc.
* Process employment forms, perform follow-ups, compile respondent data for recruiters

**Evacuation Demonstration Helper – assist in evacuation training exercises at work:**

* Follow up with scheduling
* Copy and distribute handouts
* Gather registrants’ contact information