# Form J: Modified Work List

A list of modified work is based on an inventory of tasks within each job and an assessment of whether those tasks are within standard restrictions. This information is ideally stored in an electronic format and updated regularly as new job tasks and work procedures emerge.

Each supervisor or manager should have an awareness of each job and essential tasks as they relate to standard restrictions, to support accommodation within the employee’s own job or work group as much as possible.



## Sample of Modified Work List for Food and Beverage Operations

Please check off the duties that will be part of the modified work offer. Add or delete items on this list as necessary for your specific operation.

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| **Task/duty** | **Modified work offer** |
| Greeting guests |  |
| Cutlery presets (roll-ups) |  |
| Table settings |  |
| Cleaning and refilling salt and pepper shakers and sugar bowls |  |
| Answering telephones, folding menus, changing menu covers |  |
| Light cleaning  |  |
| Taking takeout orders |  |
| Packing takeout orders |  |
| Service audits, silent guest audits |  |
| Health and safety checklists |  |
| Market analysis — getting menus from other restaurants |  |
| Sorting guest comments |  |
| Updating log books |  |
| Tidying offices |  |
| Filing, including pulling files to be recycled |  |
| Quality checks |  |
| Updating MSDS binders |  |
| Office work, such as helping with paperwork |  |
| Monthly safety audits |  |
| Sorting cutlery |  |
| Polishing glassware |  |
| Organizing storage room |  |
| Cleaning entrances |  |
| Salting walkways (winter) |  |
| Picking up garbage (spring/summer) |  |
| Helping prep |  |
| Cleaning tables |  |
| Portioning |  |
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