

ANNEX C: Job Functions and Related Training Modules

Job Function	Month 1	Month 2 Milestone 1: Supervised tasks	Month 3 Milestone 2: Independently carry out tasks	Month 4	Month 5	Month 6 Milestone 3: Graduation assessments by supervisor
Corridor Cleaner	<ul style="list-style-type: none"> Orientation and House rules Job shadowing Greeting and acknowledging guests <p>Development: Social Skills</p>	<p>Supervised tasks</p> <ul style="list-style-type: none"> Vacuum Corridor Collect soiled linen Wipe all mounted artworks Tidy up elevator landing Clean other common areas <p>Development: Gross and Fine Motor Skills</p>	Independently carry out tasks	Independently carry out tasks	Independently carry out tasks	<p>Independently carry out tasks</p> <p>Graduation assessments by supervisor</p>
Room Attendant	<p>Orientation and House rules</p> <p>Job shadowing</p> <p>Greeting and acknowledging guests</p> <p>Development: Social Skills</p>	<p>Supervised tasks</p> <p>Bed making</p> <p>Development: Gross Motor Skill</p>	<p>Supervised tasks</p> <p>Bathroom cleaning</p> <p>Dusting, vacuuming</p> <p>Development: Gross and Fine Motor Skills</p>	Independently carry out tasks	Independently carry out tasks	<p>Independently carry out tasks</p> <p>Graduation assessments by supervisor</p>

Job Function	Month 1	Month 2 Milestone 1: Supervised tasks	Month 3 Milestone 2: Independently carry out tasks	Month 4	Month 5	Month 6 Milestone 3: Graduation
Food and Beverage staff	Orientation and House rules Job shadowing Greeting and acknowledging guests Development: Social Skills	Supervised Tasks <ul style="list-style-type: none"> • Set tables • Clear tables • Clean utensils • Fold napkins Development: Fine Motor Skills	Independently carry out tasks	Independently carry out tasks	Independently carry out tasks	Independently carry out tasks Graduation assessments by supervisor
Venue Preparation	Orientation and House rules Job shadowing Greeting and acknowledging guests Development: Social Skills	Supervised Tasks <ul style="list-style-type: none"> • Stacking Chairs • Placement of table cloths Development: Gross Motor Skills	Independently carry out tasks	Independently carry out tasks	Independently carry out tasks	Independently carry out tasks Graduation assessments by supervisor
Laundry Attendant	Orientation and House rules Job shadowing Greeting and acknowledging guests Development: Social Skills	Supervised Tasks <ul style="list-style-type: none"> • Operate laundry machines (Washers and dryers) • Fold linens • Keeping inventory of linens 	Independently carry out tasks	Independently carry out tasks	Independently carry out tasks	Independently carry out tasks Graduation assessments by supervisor

		(dependant on candidate ability)				
		Development: Gross and Fine Motor Skills				