

# Usual & Customary Job Description

## EMPLOYER

<b>Named Insured:</b>	Black's Hatchery and Turkey Farm, Inc.	<b>Contact Person Name:</b>	Michael Stief
<b>Street Address:</b>	PO Box 486	<b>Phone Number</b>	805-369-2056
<b>City, State, Zip:</b>	Paso Robles, CA, 93446	<b>Fax Number:</b>	805-369-2059

## INJURED WORKER

<b>Employee Name:</b>		<b>Date of Injury:</b>	
<b>Street Address:</b>		<b>Claim No.</b>	
<b>City, State, Zip:</b>		<b>Phone Number:</b>	

**JOB TITLE:** Hotel Housekeeper/Room Attendant      **Hours per Day / Week:**

### LIST ESSENTIAL JOB DUTIES

Responsible for maintaining hotel rooms to ensure a safe and clean experience for hotel guests, associates and vendors. Carry linens, towels, sundries and cleaning supplies to stock the wheeled cart, and if cart not available, then carry items to the room. Clean rooms, hallways, lobbies, restrooms, corridors, stairways, and other areas to ensure satisfaction of health standards. Wipe windows, doors, walls, closets, table/counter tops and fixtures, Wash shower walls, tub, and toilet and stall walls. Wipe exposed pipes, cleans mirrors, sinks and walls in order to ensure clean and sanitary guest and public restrooms. Empty wastebaskets, clean ashtrays, and carry other trash and waste to disposal areas. Replace towels, soaps and all room amenities and restock missing, soiled or torn literature. Wash hard floor areas (linoleum, tile, etc.) by hand to remove dirt and soiled areas. Dusts and polishes furniture, fixtures and wall hangings. Strip bed of linens and remake using fresh clean linens. Clean closet, wiping door, handle and overhead shelves and restock supplies (hangers, extra blankets, extra pillows, etc.). Vacuums rooms, public areas, and hallways.

PHYSICAL REQUIREMENTS	N	I	O	F	C
Sitting	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Driving/ Operate Foot Control	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk – Level Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walk – Uneven Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Bend	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Kneel/ Crouch/ Crawl	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder    R X LX	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulder    R X LX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Hand Use – Dominant Hand is:		R <input type="checkbox"/>	L <input type="checkbox"/>		
Grasping            R <input type="checkbox"/> L <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Squeezing            R <input type="checkbox"/> L <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Mouse / Keyboard    R <input type="checkbox"/> L <input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation    R <input type="checkbox"/> L <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LEGEND	
<b>N</b>	Never / Not Required
<b>I</b>	Intermittent <1 hr
<b>O</b>	Occasional 1-3 hrs
<b>F</b>	Frequent 3-6 hrs
<b>C</b>	Continuous 6+ hrs

ENVIRONMENT	N	I	O	F	C
Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Outside	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Dust/ Fumes	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Noisy	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Other: Biohazards	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Lift	Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	A. Lift from ground to above shoulder if less than 10lbs. From shoulder to waist up to 20 lbs.
	11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	
	21-50 lbs.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Over 50 lbs.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carry	Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	B. Carry between 5-100 feet – ironing boards, baby cribs and rollaway beds to guest rooms
	11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	
	21-50 lbs.	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Over 50 lbs.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Push	Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	C. Push/ Pull – moves & arranges furniture in guest rooms
	11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	
	21-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	
	Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	
Pull	Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Additional comments – May be exposed to outside weather and noises from cleaning equipment, and fumes from cleaning supplies and guest room odors.
	11-20 lbs.	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	21-50 lbs.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Over 50 lbs.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_ Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR PHYSICIAN TO COMPLETE:**

Is the worker able to perform the physical requirements described above?    Yes     No

Date of Release: \_\_\_\_\_ (Note: Date of release is same as Physician's Signature Date unless specified)

If No, please indicate what changes are needed in order to make this job appropriate:

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Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_