JOBS 4ALL

STRENGTHENING THE EMPLOYABILITY AND KEY COMPETENCES OF YOUNG PEOPLE WITH DISABILITIES THROUGH THE DIGITAL TRANSFORMATION AND MODERNISATION OF YOUTH WORK

INTERACTIVE ACTIVITIES

PR2-A2: JOBS4ALL TRAINING PACK FOR SPECIFIC JOBS IN 3 DIFFERENT SECTORS

AUTHOR: ALL PARTNERS

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JOBS 4ALL

PROJECT INFORMATION

PROJECT ACRONYM: JOBS4ALL

WEBSITE: HTTPS://JOBS4ALL-PROJECT.EU/

SUB-PROGRAM OR KA: KA220-YOU - COOPERATION PARTNERSHIPS IN YOUTH

CONSORTIUM:

DEMOKRITOS NATIONAL CENTRE FOR SCIENTIFIC RESEARCH

Emphasys CENTRE

MetropolisNet European network of local development partnerships in metropolitan areas

LC YOUTH

APPDA|Coimbra

Zespół Szkół Specjalnych im. Janiny Porazińskiej w Ignacowie

2ο ΕΠΑΛ ΑΓΙΑΣ ΠΑΡΑΣΚΕΥΗΣ

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JOB ENVIRONMENT:		CATERING ASSISTANT
LEVEL:		BEGINNER
Activity 1	Skill/Task	Identify the appropriate knife to cut the bread
	Items	Various knives
	Description	Look at the provided images and identify the appropriate knife to cut the bread.
Activity 2	Skill/Task	Identify the appropriate knife to chop the fruits
	Items	Various knives
	Description	Look at the provided images and identify the appropriate knife to chop the fruits.
Activity 3	Skill/Task	Identify the appropriate cutlery for serving such as a plate, a glass, a knife and a fork.
	Items	Various types of plates, glasses and cutlery
	Description	Look at the provided images of cutlery and identify the ones that can be used for serving food.
Activity 4	Skill/Task	Identify the food that needs to be placed on the table.
	Items	Various types of food.
	Description	Look at the food on the list and identify every time the right one.
Activity 5	Skill/Task	Identify the fruits that should be placed on the platter.
	Items	Various fruits (e.g. strawberries, bananas, apples and peaches)
	Description	Look at the provided images of fruits on the list and identify every time the right one.
Activity 6	Skill/Task	Identify the essential utilities for frying an egg.
	Items	Various objects (e.g. frying pan, oil, eggs, salt, pepper, etc.)
	Description	Look at the provided items and choose those which must be used to fry an egg.
Activity 7	Skill/Task	Identify the ingredients and cooking tools for a simple recipe (e.g. mushroom soup).
	Items	Various cooking tools and ingredients
	Description	Look at the provided list of cooking tools and ingredients and choose the ones that can be used to make a mushroom soup.
Activity 8	Skill/Task	Identify the grater and one soft (e.g. cheese), one hard food (carrots) for grating.
	Items	Various kitchen accessories and ingredients
	Description	Look at the images and find the grater and one soft (e.g. cheese), one hard food (carrots) for grating.

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Activity 9	Skill/Task	Identify the salad spinner and the veggies that need to be dry.
	Items	Images of a spinner and other equipment and various veggies.
	Description	Look at the images and find the salad spinner. Look at the list of veggies and find the ones that can be dried out with the spinner.
Activity 10	Skill/Task	Identify the fruits that need to be washed
	Items	Images of various fruits (e.g. orange, apple, strawberry etc)
	Description	Look at the images and select the fruits that need to be washed.
Activity 11	Skill/Task	Identify the things you need to wash a vegetable (e.g. carrot)
	Items	A soap, a sponge and other kitchen tools
	Description	Look at the list and select the things you need to wash a vegetable.

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JOB ENVIRONMENT:		CATERING ASSISTANT
LEVEL:		INTERMEDIATE
Activity 1	Skill/Task	How to cut an apple into slices
	Items	Images of the steps necessary to cut an apple into slices
	Description	Look at the images and put them in the correct order.
Activity 2	Skill/Task	Separate the cutlery into categories (e.g. cutlery for a starter, a main and a dessert dish)
	Items	Various types of cutlery.
	Description	Look at the images and separate the cutlery into each category.
Activity 3	Skill/Task	Pour the appropriate amount of wine in a glass
	Items	A glass and wine
	Description	Look at the images and choose the one with the appropriate amount of wine.
Activity 4	Skill/Task	Divide fruits and veggies into categories
	Items	Various fruits and veggies
	Description	Look at the images and separate them into fruits and veggies.
Activity 5	Skill/Task	Identify baking ingredients (milk, eggs, sugar, oil, flour)
	Items	Various cooking ingredients
	Description	Look at the images and identify the ingredients on the list.
Activity 6	Skill/Task	Health - Place fruits on a sink and wash them
	Items	Various fruits and a strainer.
	Description	Place the fruits by the sink. Hand wash them and put them in the strainer.
Activity 7	Skill/Task	Choose the appropriate knife to cut a potato
	Items	Various knives
	Description	Look at the images and choose the appropriate knife to cut a potato.
Activity 8	Skill/Task	Add the food on an appropriate plate
	Items	Various foods and plates
	Description	Look at the images and select the appropriate plate for the soup.
Activity 9	Skill/Task	Health - Place a cucumber in the sink and wash it
	Items	A cucumber, a sponge, soap and a towel.
	Description	Use the sponge and the soap to wash the cucumber. Use the towel to dry it.

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Activity 10	Skill/Task	Safety - Remove any flammable items that are close to the stove when cooking
	Items	Various items
	Description	Look at the images and select the objects that are flammable and must be put away from the stove when cooking.
Activity 11	Skill/Task	Appropriately starting the oven
	Items	An oven
	Description	Look at the image and select the button you must use to power on the oven.
Activity 12	Skill/Task	Add mushroom soup ingredients (mushrooms, broth, water) to the pot
	Items	Various ingredients and a recipe
	Description	Look at the images and choose the right ingredients you need to make a mushroom soup. Place them one by one in the pot.
Activity 13	Skill/Task	Grate soft food (e.g. cheese)
	Items	Various foods and a grater.
	Description	Look at the images and select the cheese. Place the grater on top of the cheese. Make repetitive back and forth small movements with your hand.

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JOB ENVIRONMENT:		CATERING ASSISTANT
LEVEL:		ADVANCED
Activity 1	Skill/Task	Take the knife and cut the food into bite sizes
	Items	A knife, a cutting board and food
	Description	Take the food and place it over the cutting board. Take the knife and cut the food into small pieces. Be careful not to cut your fingers.
Activity 2	Skill/Task	Add the food on an appropriate plate (e.g. soup on a bowl)
	Items	Various foods and plates
	Description	Look at the images and select the appropriate plate for every type of food.
Activity 3	Skill/Task	Stir the food in the pot.
	Items	A ladle and a pot with food.
	Description	Take the ladle and place it inside the pot. Stir the food using slow circular motions, taking care not to spill the food out of the pot.
Activity 4	Skill/Task	Grate hard food
	Items	A piece of hard cheese like parmesan and a grater.
	Description	Place the hard food on the grater and start grating it with slow movements, applying a little force, starting from top to bottom.
Activity 5	Skill/Task	Wash a plate and place it on a drying tray
	Items	Plate, sponge and dish soap
	Description	Put a small quantity of dish soap on the sponge. Wet the sponge. Clean the dish. Rinse with water. Place the dish upright on the drying tray.
Activity 6	Skill/Task	Wash the vegetables
	Items	Various vegetables, a strainer
	Description	Place the vegetables in the strainer and place them on the sink. Rinse with water thoroughly. Leave them in the strainer to dry.
Activity 7	Skill/Task	Cut the potatoes in an appropriate manner
	Items	Various potatoes and a knife
	Description	Look at the images and choose those which show the proper way to cut a potato.

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Activity 8	Skill/Task	Create an aesthetic placement on a fruit platter
	Items	Various pieces of fruit in different shapes and sizes and a platter
	Description	Place the pieces of fruit so that they'll look nice on the platter.
Activity 9	Skill/Task	Serve the food based on the appropriate order (starter, main, dessert)
	Items	Various plates
	Description	Look at the images and place them in the correct order (starter, main dish and dessert)
Activity 10	Skill/Task	Use the appropriate gloves to take the food out of the oven
	Items	Various types of gloves
	Description	Look at the images and choose the gloves that you would use to take the food out of the oven.
Activity 11	Skill/Task	Identify the correct way to place the cutlery on the table
	Items	Various cutlery, a dish, a table
	Description	Look at the images. Choose the one that shows the correct setup of the cutlery around the dish.
Activity 12	Skill/Task	How to measure milk with a measuring jar
	Items	Milk and a measuring jar
	Description	Start pouring the milk slowly into the measuring jug. Make sure you look horizontally at the level of the liquid. Stop when you reach the desired ml.
Activity 13	Skill/Task	Identify how a steak was cooked
	Items	Three stakes cooked
	Description	Look at the images and try to identify if a steak is cooked rare, medium or well done.
Activity 14	Skill/Task	How to mix a salad
	Items	Various salad ingredients a bowl and salad spoons
	Description	Put the ingredients into the bowl. Take the two salad spoons and start mixing them. Try every time to take ingredients from the bottom and take them to the top.

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JOB ENVIRONMENT:		HOTEL SERVICE ASSISTANT
LEVEL:		BEGINNER
Activity 1	Skill/Task	Identify the products and items to clean a dirty floor
	Items	Various cleaning products and accessories
	Description	Look at the images and choose the items you need to clean a dirty floor.
Activity 2	Skill/Task	Identify the trash bin for the recyclables
	Items	Various trash bins
	Description	Look at the images and choose the trash bins which are for recyclables, like paper, glass, plastic and metal.
Activity 3	Skill/Task	Identify the recycling bin for paper, metal, plastic and glass
	Items	Various recycling bins
	Description	Look at the images and choose the correct bin for metal, paper, plastic and glass
Activity 4	Skill/Task	Identify the vacuum cleaner
	Items	Various appliances
	Description	Look at the appliances and identify the vacuum cleaner.
Activity 5	Skill/Task	Identify the necessary items needed to wipe the dust
	Items	Various items
	Description	Look at the images and find the items you need to wipe the dust (piece of cloth, detergent, etc.)
Activity 6	Skill/Task	Identify a plant that needs to be watered
	Items	Various plants
	Description	From these images choose the ones that show plants that need to be watered
Activity 7	Skill/Task	Identify the items needed to care for a plant (e.g. gardening scissors)
	Items	Various tools and accessories
	Description	Look at the images and identify those which you would need to take care of a plant
Activity 8	Skill/Task	Fix the pillows
	Items	Pillows and a bed
	Description	Take the pillows and put them on the bed in the proper way

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Activity 9	Skill/Task	Sort linen for the laundry
	Items	Various linen (pillow cases), bed sheets, blankets and baskets
	Description	Short the linen putting them into the baskets. Place each category into a different basket.
Activity 10	Skill/Task	Wear the necessary gloves to sort the waste
	Items	Various gloves
	Description	Look at the images and identify the gloves you must use to sort the waste.
Activity 11	Skill/Task	Identify the hand soap
	Items	Various equipment
	Description	Look at the images and identify the hand soap
Activity 12	Skill/Task	Identify the kettle
	Items	Various appliances
	Description	Look at the images and try to find the kettle.
Activity 13	Skill/Task	Identify the uniforms
	Items	Various uniforms
	Description	Look at the images and choose the right uniform for every task.

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JOB ENVIRONMENT:		HOTEL SERVICE ASSISTANT
LEVEL:		INTERMEDIATE
Activity 1	Skill/Task	Identify whether the waste is glass, plastic, paper, food or other
	Items	Various glass bottles, plastic containers, papers, fruit peels and other items.
	Description	Touch and examine some of the above real objects. Place the objects in boxes with the appropriate labels (Glass, Plastic, Paper, Food, Other).
Activity 2	Skill/Task	Vacuum the dirty rug
	Items	Vacuum, dirty rugs
	Description	Locate the vacuum cleaner. Plug it in. Turn on the vacuum cleaner. Hold the hose. Place it on the carpet. Move the vacuum cleaner back and forth. Continue until the whole carpet is cleaned.
Activity 3	Skill/Task	Prepare the mop backet
	Items	Bucket, mop, cleaning liquid
	Description	Look at the picture cards that show step by step how to prepare the mop bucket successfully and put them in the right order.
Activity 4	Skill/Task	Wear the appropriate mask to avoid coughing when wiping the dust
	Items	A variety of masks and dusters
	Description	Find a mask. Wash your hands with soap and water. Grab the mask by the tires. Put the mask on your face. Adjust the tires. Press the plate into the nose. Make sure the mask is comfortable. Start cleaning off the dust.
Activity 5	Skill/Task	Wear the essential gloves for gardening
	Items	A variety of gardening gloves
	Description	Look at the images showing the order to follow to learn how to wear gardening gloves correctly and be ready for gardening tasks
Activity 6	Skill/Task	Employability - Ask someone to help you fix the bedsheets
	Items	Manual, sheets, beds
	Description	Study the manual that shows with pictures and simple instructions how you can ask someone for help to learn how to make the sheets successfully

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Activity 7	Skill/Task	Ask whether the trash should be taken out
	Items	Manual with instructions
	Description	Study the manual that shows with pictures and simple instructions, how you can ask someone if the trash should be taken out.
Activity 8	Skill/Task	Make the bed
	Items	Beds, sheets, pillows, pillowcases, duvets
	Description	Study the manual that shows with pictures and simple instructions how you can ask someone for help to learn how to make beds successfully.
Activity 9	Skill/Task	Do the necessary steps to evaluate the condition of a kettle
	Items	A kettle
	Description	Study the cards with illustrated instructions to learn the necessary steps to assess the condition of a kettle
Activity 10	Skill/Task	Ask if you may take a guest's luggage to their room
	Items	Suitcases
	Description	Study the manual which shows with pictures and simple instructions how to ask a guest if you can carry their luggage to their room
Activity 11	Skill/Task	Sort the staff uniforms based on the colour (dark, light or bright colour)
	Items	Uniforms in different colours
	Description	Look at the images that show that in the dark colour you put the black, dark blue and dark brown uniforms, in the light colour you put the white, grey, beige uniforms and in the bright colour you put the red, yellow, blue, green uniforms.
Activity 12	Skill/Task	Ask someone to give you the soap samples
	Items	Soap samples
	Description	Study the illustrated instruction cards to learn the steps you need to take to ask someone to give you the soap samples
Activity 13	Skill/Task	Add water to a watering can
	Items	Water can, tap
	Description	Study the manual that shows with pictures and simple instructions how to add water to a watering can and then try it our yourself.

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JOB ENVIRONMENT:		HOTEL SERVICE ASSISTANT
LEVEL:		ADVANCED
Activity 1	Skill/Task	Wipe a dusty surface (e.g. a nightstand)
	Items	Nightstand and various dusting materials
	Description	Find the duster. Put the appropriate detergent on the duster. Gently move the duster over the surface, making sure to cover the entire surface.
Activity 2	Skill/Task	Water the plants
	Items	Various plants and various watering tools
	Description	Find the watering can. Fill the watering can with water. Pour a small amount of water on each plant. Repeat if necessary.
Activity 3	Skill/Task	Scissor the plants' wilted leaves
	Items	Scissors and some plants with wilted leaves
	Description	Look at the images and put them in the correct order so that they show the correct steps to cut the wilted leaves of a plant.
Activity 4	Skill/Task	How to fill the bathroom dispenser with bath liquid soap
	Items	Bath liquid, bathroom dispenser
	Description	Open the bath dispenser. Take the bath liquid soap and fill the dispenser carefully. Close the dispenser.
Activity 5	Skill/Task	Based on the weather decide if you will place a blanket or a duvet on the bed
	Items	A thermometer, a blanket and a duvet
	Description	Look at the thermometer, choose whether you will place a blanket or a duvet on the bed.
Activity 6	Skill/Task	Mop the dirty floor
	Items	Mop, bucket and various cleaning products
	Description	Identify the dirty floor. Get the mop. Put the mop in the water and pour detergent, then mop the floor. Go through the whole room until you've cleaned it.
Activity 7	Skill/Task	Ask guests for their room number
	Items	Guests, rooms
	Description	How to ask guests for their room number? Approach the guest and welcome them in a polite manner, saying "Good morning" or "Good evening". You can start with a friendly question, such as: "Good evening, how can I help you?" Ask for the room number like this: "Could you please tell me your room number?"

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Activity 8	Skill/Task	Health - Decide whether the kettle condition is good for utilization
	Items	A kettle
	Description	Locate the kettle. If the kettle is clean, free of damage or deterioration and working properly, it is ready for use. If it is damaged or has problems, do not use it.
Activity 9	Skill/Task	Place the soap samples in order on the sink
	Items	A variety of soaps
	Description	Take all the soap samples you need to place in the sink. Place the soaps. Start at the left or right end of the surface and place the soap samples next to each other in a straight line. Make sure the soaps are lined up and do not fall off.
Activity 10	Skill/Task	Fix the blanket
	Items	Blankets and beds
	Description	Make sure the blanket is clean and not wrinkled. Make sure the bed is ready for the blanket to be placed. Grab the blanket on one side and place it on the bed. Lay the blanket so that it covers the bed well. Check if the blanket is nicely padded, without wrinkles.
Activity 11	Skill/Task	Take the trash out and add a new bag to the bin
	Items	Gloves, garbage bags, garbage cans
	Description	Identify which bin is full of rubbish. Put on gloves, get a new garbage bag and open the lid. Grab the old garbage bag and pull it out of the dumpster. Put the new garbage bag in the bin. Make sure the bag is securely in place and close the lid of the bin. Wash your hands.
Activity 12	Skill/Task	Choose the recycle bag colour based on what is thrown away
	Items	Various recycling bags, a variety of garbage such as paper, plastic, aluminium, etc.
	Description	Examination of objects: See what needs to be thrown away. Is it paper, plastic, aluminium or something else? Choice of bag: If it's paper, use the green bag. If it's plastic, use the blue bag. If it's aluminium, use the yellow bag. If the item cannot be recycled, put it in the black bag.

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Activity 13	Skill/Task	Transport the hotel uniforms to the laundry
	Items	Uniforms, laundry basket, washing machine, dryer, iron
	Description	Locate the basket of soiled uniforms and head for the laundry. Be careful not to drop the uniforms during transport. Leave them in a designated area near the laundry. Take the clean and pressed hotel uniforms back to put them in the closet.

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JOB ENVIRONMENT:		WAREHOUSE ASSI2STANT
LEVEL:		BEGINNER
Activity 1	Skill/Task	Identify the products that should be placed on the top shelves (e.g. light/small boxes)
	Items	A variety of light and small boxes
	Description	Identify the boxes which are small and light and put them on the top shelves.
Activity 2	Skill/Task	Identify the products that should be placed on the bottom shelves (e.g. heavy/big boxes)
	Items	A variety of heavy and big boxes
	Description	Identify the boxes which are heavy and big and put them on the bottom shelves.
Activity 3	Skill/Task	Identify the products that should be stored
	Items	A variety of products
	Description	Look at the photos and identify the products that must be stored
Activity 4	Skill/Task	Identify how many boxes can be fitted in one shelve
	Items	Various small and big boxes and a shelf
	Description	Try to estimate how many big or small boxes can be fitted on the shelf.
Activity 5	Skill/Task	Identify the invoices among other documents on a desk
	Items	Various documents
	Description	Look at the images and try to identify the invoices
Activity 6	Skill/Task	Identify the receipt among other documents on a desk
	Items	Various documents
	Description	Look at the images of the documents and try to identify the receipt
Activity 7	Skill/Task	Identify the transport documents among other documents on a desk
	Items	Various documents
	Description	Look at the documents on the desk and try to identify the transport documents
Activity 8	Skill/Task	Identify the products you need to collect and deliver their boxes (e.g. shoes)
	Items	Pictures of various boxes and products, such as shoe boxes
	Description	Look carefully at the picture that shows several boxes containing different products.

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		Identify the boxes that contain shoes that you need to collect and deliver.
Activity 9	Skill/Task	Identify what needs to be collected and put into boxes (e.g. clothes)
	Items	Various items and boxes
	Description	Identify the clothes and put them in the boxes.
Activity 10	Skill/Task	Scan with your phone the barcode of a box and see how many products are available in the warehouse
	Items	Various boxes with bar codes
	Description	Find the barcode on a box. Scan it with your phone. Select from the options “stock in the warehouse”. See how many items are available in the warehouse.
Activity 11	Skill/Task	Identify the products that need to be moved with a pallet truck
	Items	Various warehouse products such as boxes, pallets, and other items that can be moved by pallet truck.
	Description	Look carefully at the picture showing different products in the warehouse such as boxes, pallets and other items. Find and show which products need to be moved by the pallet truck.
Activity 12	Skill/Task	Identify the pallets
	Items	Various objects (e.g. boxes, shelves and pallets)
	Description	Look at the images and identify the pallets

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JOB ENVIRONMENT:		WAREHOUSE ASSISTANT
LEVEL:		INTERMEDIATE
Activity 1	Skill/Task	Identify and wear the appropriate warehouse gloves for heavy lifting
	Items	Various kinds of work gloves
	Description	Look at the images and choose the right gloves for heavy lifting
Activity 2	Skill/Task	Identify and wear the appropriate warehouse helmet
	Items	Various helmets
	Description	Look at the images and choose the appropriate helmet that you should use in a warehouse
Activity 3	Skill/Task	Identify the right place to store cuddles within the warehouse
	Items	Various cuddle toys and an image of a warehouse with shelves, boxes, etc.
	Description	Look at the image and identify where you should store the cuddles
Activity 4	Skill/Task	Identify the right way of lifting a heavy package
	Items	Various images of a man lifting a package
	Description	Look at the images and choose the one that shows the correct way to lift a heavy package
Activity 5	Skill/Task	Write the name of the recipient on a label sticker
	Items	Various sticker labels, boxes, a pen and a list
	Description	Look at the list and find the name of the recipient of the box. Use the pen to write the name of the recipient carefully on the label. Stick the label on the box.
Activity 6	Skill/Task	Ask someone to give you the invoices for the small boxes delivered today
	Items	List of questions
	Description	Look at the list and choose the correct way to ask someone to give you the invoices for the small boxes delivered today.
Activity 7	Skill/Task	Ask someone to give you the receipts for buying big boxes
	Items	List of questions
	Description	Look at the list and choose the right way you should ask someone to give you the receipts for buying big boxes
Activity 8	Skill/Task	Ask someone to give you the transport documents for the van conveying the boxes
	Items	List of questions

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	Description	Look at the list and choose the right way you should ask someone to give you the transport documents for the van conveying the boxes
Activity 9	**Skill/Task**	Ask someone where to send a parcel
	Items	List of questions
	Description	Look at the list and choose the polite way you should ask someone where you have to send the parcels.
Activity 10	**Skill/Task**	Ask how many items were needed to ensure full stock availability
	Items	List of questions
	Description	Look at the list and choose the polite way you should ask someone how many items were needed to ensure full stock availability.
Activity 11	**Skill/Task**	Wear the right personal protective equipment to transport items with a pallet truck
	Items	Various types of personal protective equipment
	Description	Look at the images and choose the correct personal protective equipment that should be used to transport items with the pallet truck

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JOB ENVIRONMENT:		WAREHOUSE ASSISTANT
LEVEL:		ADVANCED
Activity 1	Skill/Task	Add the label on the box
	Items	Various boxes and labels
	Description	Stick the labels to the boxes in a way that they will be visible all the time
Activity 2	Skill/Task	Stamp the invoices
	Items	Various invoices and a stamp
	Description	Use the stamp to stamp the invoices
Activity 3	Skill/Task	Stamp the transport documents
	Items	Various transport documents
	Description	Use the stamp to stamp the transport documents
Activity 4	Skill/Task	Check the proper temperature and humidity of the warehouse to preserve the quality of the products
	Items	Manual with illustrated instructions showing the correct temperature and humidity of the warehouse for the preservation of products
	Description	Imagine having to control the right temperature and humidity in the warehouse to maintain the quality of the products. How would you do this?
Activity 5	Skill/Task	Stack items safely and securely on shelves
	Items	Various packages and shelves
	Description	Place the packages on the shelves so that they will be secure.
Activity 6	Skill/Task	Place boxes on the shelves based on their label (Row1, Column5)
	Items	Various boxes with labels and shelves
	Description	Read the label of a box. Check the row and column it has to be placed. If the place is empty, lift the box and put it on the right row and column.
Activity 7	Skill/Task	Ask another person to help you carry a heavy box to the shelf
	Items	A list of sentences
	Description	Choose from the list the appropriate way you should ask a person to help you carry a heavy box
Activity 8	Skill/Task	Identify a fork pallet lifter
	Items	Various machines
	Description	Look at the images and identify a pallet fork lifter.

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Activity 9	Skill/Task	File the receipts in chronological order
	Items	Receipts with dates
	Description	Look at the images of the receipts and put them in chronological order starting from the oldest to the newest
Activity 10	Skill/Task	Report the amount of stock that needs to be added to the shelves for full availability
	Items	Shelves with items
	Description	Look at the images and choose from the list the correct report that describes the stock that needs to be added on the shelves (full shelves, empty shelves, half empty shelves)

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