

WORK 4 - PART 1

First day at work

Questions 1-6. Write ONE WORD AND/OR A NUMBER for each answer.

Name of supervisor	1
Where to leave coat and bag:	use 2 in staffroom
See Tiffany in HR:	to give 3..... number to collect 4
Location of HR office:	on 5..... floor
Supervisor's mobile number:	6

Questions 7-10. Write ONE WORD ONLY for each answer

Responsibilities			
	Task 1	Task 2	Notes
Bakery section	Check sell by dates	Change price labels	Use 7..... labels
Sushi takeaway counter	Re-stock with 8..... boxes if needed	Wipe preparation area and clean the sink	Do not clean any knives
Meat and fish counters	Clean the serving area, including the weighing scales	Collect 9..... for the fish from the cold-room	Must wear special 10