

Understanding a Work Schedule			Reading
Theme: Employment			CLB Level: 5
Topic: Beginning Work at a Food Service Job		Competency: Getting Things Done	

Student Name _____ Date _____

Chart A: Give short answers to the questions below.

Greek Take-out Schedule November 17-23							
Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11 – 7pm	Ben Rico	Hana Rico	Ben Rico	Ben Sue	Ben Rina	Hana Sue	Hana Ben
12 – 4pm	Sue	Van	Van	Pat	Van	Tammy	Sue
4 – 8pm	Rina	Rina	Hana	Rico	Rico	Rina	Van
1 – 9pm	Tammy	Tammy	Tammy	Van	Pat	Pat	Pat

Note: A 15 minute break can be taken for every 4 hour shift.
A 30 minute **unpaid** meal break must be taken for every shift over 5 hours.

- What is this chart about?
- How many 8 hour shifts does Rico work this week?
- Pat doesn't want to work on Friday because he has an appointment. Who can he ask to take his shift? Give the name of 1 person.
- Which days does Hana open the restaurant?
- How long is Van's break on Tuesday?
- On Sunday, how many hours will Tammy get paid for?

Chart B: Give short answers to the questions below or circle TRUE or FALSE.

Schedule – Week of May 3-9							
*Note: A shift of more than 5 hours gets a 30 minute unpaid break							
Names	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Laura	8-2pm	OFF	1-9pm	12-8pm	1-9pm	8-2pm	OFF
Mah	OFF	OFF	10-6pm	1:30-9:30pm	4-10pm	1-9pm	8-2pm
Abdul	9-1pm	10-6pm	OFF	4-10pm	8-2pm	OFF	9-1pm
Carlos	12-8pm	1-9pm	4-10pm	8-2pm	OFF	OFF	12-8pm
Kevin	1:30-9:30pm	4-10pm	8-2pm	OFF	OFF	10-6pm	1:30-9:30pm
Nadia	4-10pm	8-2pm	OFF	OFF	10-6pm	4-10pm	4-10pm

1. Who is off work on Saturday?
2. When does Kevin work from 8-2 pm?
3. When does the first shift start each morning?
4. What days does Abdul work the 9-1 pm shift?
5. Three employees are working at 12 pm on Friday.
6. Mah works more hours than Laura on Tuesday.
7. Kevin works fewer hours on Monday than Sunday.
8. Carlos is scheduled for 36 hours this week, but he gets paid for 33.5 hours. Why?
(2 points)
