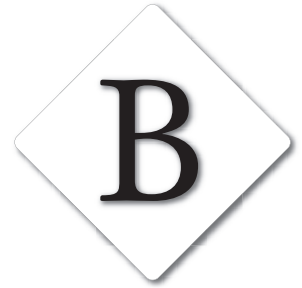


Hospitality Assignment I

You Can Count On Me!

• Completing an “Availability Agreement”



Assignment Summary

In this assignment, the learner will

- locate directly stated information and lines indicating the entry of information
- follow directions to identify precisely the requested information, e.g., word, line, number.

Prior Knowledge

- **Essential Skills**
- **LBS Levels**

Teaching Planning Notes

- Use the *Taco Bell* “Employee Availability Agreement”

With learner

- Share with the learner the likelihood that the task questions are organized in the order in which items are organized on the form
- Preteach vocabulary, e.g., by providing synonyms:
 - Availability
 - Bound to
 - Terminated
 - Requested
 - Scheduling
 - Signature (as opposed to printing a name)

Achievement Indicators

- Accurately highlights requested items
- Identifies learning on self-achievement chart

FOCUS ON LEARNING

ESSENTIAL SKILLS

	Complexity Levels				
	1	2	3	4	5
Reading Text	■				
Document Use	■				
Thinking Skills	■				

LITERACY AND BASIC SKILLS

	LBS Levels				
	1	2	3	4	5
Communication					
Read with Understanding	■■■■■				
Self-Management and Self-Direction					
Concentration and Memory					
Self-Assessment					
Time Management and Organization					
Working with Others					

Ontario Curriculum Linkages

Locally Developed Compulsory Credit, English, Grade 9 (ENG1L)

Developing Reading and Viewing Skills – Overall Expectations

- DRVV.01 – develop reading and viewing strategies to understand and make connections with texts that are part of school, workplace, and everyday life
- DRVV.02 – read and recognize a variety of short, engaging, authentic, and relevant print and non-print text forms, both teacher- and student-selected

During Reading or Viewing – Specific Expectations

- DRV1.04 – comprehend directly stated ideas by using a variety of strategies:
- follow signal words or visual cues (e.g., find the pattern of thought in a media work; highlight key words in a math problem; look for bold/highlighted words)
 - use visual organizers and mental images (e.g., illustrate a written message, compare and discuss mental images from viewing a media work)

Reading a Variety of Texts – Specific Expectations

- DRV2.02 – be familiar with text forms commonly used in everyday life and in the workplace (e.g., maps, memos, schedules, websites, voting ballots, surveys, billboards, flyers)

You Can Count On Me!

Completing an “Employee Availability Agreement”

You are being hired by *Taco Bell*. The manager asks you to complete an “Employee Availability Agreement.”

You may read the instructions yourself or listen to your instructor read them aloud. Use a highlighter to mark the following information on the form.

1. The logo (symbol) for the company
2. The two lines where you print your name
3. The number of months you agree to be available
4. The word that says what can happen if you are not available
5. The word that is first in the list of weekdays
6. The line where you put the number of hours you want to work per week
7. The time the work day ends on Sunday
8. The time the work day begins on Friday
9. The line where you write your signature
10. The line where you write the date





EMPLOYEE AVAILABILITY AGREEMENT

I, _____ am available to work the following days and hours.

I, _____ understand that I am bound to the availability for a period of three months, and understand that my employment by the company can be terminated due to the lack of availability.

DAY	FROM	TO
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		
MONDAY		
TUESDAY		

of shifts and or hours requested per week: _____

Scheduling Hours

Sunday to Thursday between 8:30 am and 4:00 am

Friday and Saturday between 8:30 am and 5:30 am

Manager's Signature

Employee's Signature

Parent/Guardian's
Signature

Date

