

Lifeworks Employment Solutions

Lifeworks

A nonprofit serving
people with disabilities

Lifeworks personnel can assist with a wide variety of tasks

Clerical Tasks

- Mail opening, sorting, pick up, and delivery
- Date stamping
- Candling envelopes
- Collating, stuffing, and assembling materials
- Preparing mailings
- Document preparation for scanning
- Imaging, indexing, and coding
- Microfilming
- Photocopying
- Data entry
- Paper jogging
- Stapling
- Preparing and updating manuals
- Filing
- Matching
- Sorting and routing
- Archive recycling
- Shredding paper
- Picking up recyclables
- Maintaining break and training rooms
- Making coffee
- Delivering office supplies

Retail and Hospitality Tasks

- Cart attending
- Bagging
- Stock room
- Attending dressing rooms
- Clothes and product processing
- Greeting
- Facing and sizing
- Unloading trucks
- Cardboard compacting
- Food preparation
- Dish washing and bussing
- Entry, break, and training area cleaning
- Cleaning
- Grounds keeping
- Room cleaning
- Laundry
- Trash removal

All of the above are job tasks that people with disabilities have performed. There are many other tasks that can be matched to an individual's skill and interest.

Warehouse and Manufacturing Tasks

- Assembly and disassembly
- Packaging
- Refurbishing, recycling and salvaging
- Box making
- Heat sealing
- Labeling
- Stitching
- Carton sealing and metering
- Packing orders
- Cardboard compacting
- Loading trucks



Dean Voss, employed at Valspar

Lifeworks Services, Inc.
www.lifeworks.org
651-454-2732

This information can be made available
in an alternate format upon request.
Our TTY phone number is 651-365-3736.
Equal Opportunity Employer