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ABSTRACT

The vocational education program for educable retarded secondary students is summarized. Units are presented in the following areas: reasons people work; job analysis; skills concomitant to securing a job; seeking employment; holding a job; and relationships with labor organizations. (JD)

ED0 40527

# OCCUPATIONAL EDUCATION CURRICULUM

FOR  
SECONDARY LEVEL  
MENTALLY RETARDED

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BUFFALO PUBLIC SCHOOLS

BUFFALO NEW YORK

DIVISION OF CURRICULUM EVALUATION AND DEVELOPMENT

1969

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U. S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE  
OFFICE OF EDUCATION

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**BUFFALO, NEW YORK**

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1969

## FOREWORD

The Buffalo Public Schools for many years have successfully conducted a program specifically designed to meet the unique needs of the mentally retarded child. The need for current information concerning the occupational opportunities available in the Buffalo area prompted the development of this occupational education curriculum guide for the secondary mentally retarded.

The guide presents content and suggested activities and materials which will aid teachers in preparing the mentally retarded child for economic self-sufficiency in the adult world of work.

I wish to congratulate the committee of teachers who under the guidance of Dr. Alice Brown, Director of Education for the Mentally Retarded, prepared this needed and practical guide.

Joseph Manch  
Superintendent of Schools

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## INTRODUCTION

This curriculum has been designed, to equip the retarded child for the most important life function, that of obtaining and maintaining employment which will enable him to be self-supporting.

The educable program in the elementary classes serves as a springboard for the high school work-study program. Thus, a meaningful continuity exists throughout the entire span from the primary to the senior high level.

The high school program presented in this curriculum is a comprehensive four year in-depth program. Material selected is specifically pertinent to the work-study area as a specialization and the program, as it is structured, is comparable to any other high school course of study. The program is divided into six units. The first unit begins in 9th grade. The remaining portion of the curriculum extends through the balance of the student's high school career.

## CAPSULE PRESENTATION OF EACH YEAR

### **Freshman Year or 9th Grade - Unit I**

The first unit serves as a preview. Each of the areas dealing with food, clothing and shelter is detailed so that through training, the retarded child learns to evaluate situations which will occur daily in his life. The unit is a summary of the necessities and luxuries of life coupled with the concept that work is the means through which these goals are attained.

### **Sophomore Year - Unit II**

This unit is an introduction to the in-service job training program in the fourth year. Its function is to acquaint the student with various types of jobs which he can perform with a degree of capability.

Information presented in this unit may be applicable to most urban areas but has been specifically tailored to the Buffalo area in order to be of maximum service to a student in this program. Establishments within the Buffalo area have been contacted to gather current, accurate information concerning job conditions and the employers' disposition toward hiring the student. Thus, when the student completes his second year, he will possess knowledge of jobs available, of qualifications for these jobs and, possibly, some indication of which job(s) he may wish to pursue.

### **Junior Year - Units III and IV**

These units center around an in-school work program. They are prerequisites to units V and VI in the senior year and are an attempt to provide a simulated job situation within the confines of the school building.

A student is placed in such school services as bookroom helper, custodian's helper, audio-visual deliveryman, office messenger, cafeteria helper and the like. This makes it necessary for a student to be out of class at various times. However, while in the classroom, the student will practice skills which include filling out employment applications and job interview techniques, as well as acquiring skills in functional reading and arithmetic. In his third year, then, the student will be receiving a combination of functional academic skills and job training which will prepare him for the future.

### **Senior Year - Units V and VI**

The student's last year includes a half-day work experience in the community. His day is divided so that he attends morning classes and works afternoons from 1:00 P.M. to 5:00 P.M. This arrangement extends throughout the senior year. Classroom sessions include a study of the personal attitudes and aptitudes required to maintain a job as well as the benefits and responsibilities derived from union membership.

Half-day employment for fourth-year students is obtained by a teacher-coordinator. He works closely with the employer and the New York State Division of Vocational Rehabilitation in ascertaining individual difficulties which may be corrected within the classroom and through personal counseling.

### **Summary**

Each unit begins with an overview which lists the basic concepts to be developed within the content area of the unit. This material is to be taught concurrently with the job training for the extent of the school year. Reading and arithmetic must be functional processes contributing to the core of the program. To aid functional teaching, vocabulary lists relative to each unit have been placed at the conclusion of the unit. Within the units themselves is a list of suggested activities and audio-visual materials which may be correlated with each area.

**UNIT I**  
**REASONS PEOPLE WORK**

## UNIT I

### REASONS PEOPLE WORK

#### OVERVIEW

The mentally retarded child should be prepared to successfully meet the myriad situations which will confront him in his everyday life. Central to this success must be his own realization that his dignity as a human being, and even his survival, perhaps, depend on his becoming a usefully contributing worker of his society.

The purpose of this unit is not only to stress the immediate advantages of work to the student, but also to prepare him for the future. He must be taught how to budget his time, energy, and money so that he may enjoy the fruits of his efforts, attain security in the future and respect from his family and peers.

Emphasis has been placed upon:

1. Knowledge of the basic needs for work.
2. Developing supportive attitudes toward work, of contribution vs. dependency.
3. Role-playing and experiential activity directed toward a meaningful grasp of desired learnings.
4. Consideration of adequate preparation for the future and sources of personal gratification derived from work.

# UNIT I

## REASONS PEOPLE WORK

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
Basic Needs	
A. Food	Make a shopping list for a family of four for a day, week, month while considering kinds of food.
1. Types	
a. Vegetables	
b. Fruits	
c. Meats	
2. Cost	Using the same shopping list above, insert prices obtained from a daily paper. (Buffalo Evening News will send enough papers of a previous date for each student to have a copy.) Add to find out amount spent by family of four for one day.
	Look up names, addresses, and telephone numbers of neighborhood grocers, butchers, fruit markets, etc.
3. Packaging	Visit a local supermarket and list as many products as possible under the seven headings in the content.
a. Bulk	
b. Canned	
c. Boxed	
d. Liquid	
e. Concentrated	
f. Frozen	
g. Fresh (Pints, quarts pounds)	Example: Bulk - sugar, flour Canned - vegetables Boxed - rice, raisins Liquid - milk, bleach Concentrated - orange juice Frozen - fruits, vegetables
4. Purchasing	Arrange a class picnic or party.
a. Quality	Consider:
b. Quantity	Planning Purchasing
5. Preparation	Prepare food for the party.
a. Home or school	Prepare a vocabulary list of unfamiliar words from menus of local restaurants.
b. Restaurant	Look up these vocabulary words and insert simple meanings.
	Take a trip to a restaurant or cafeteria and order lunch.
6. Nutritional value	Prepare a simple nutritional
a. Regulation of body processes	lunch menu. Books to use as a reference:

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
b. Body maintenance	
(1) Building	FOODS - Florence Harris and Ruth Henderson SEVENTEEN COOK BOOK - Editors of Seventeen Magazine
(2) Repairing	
c. Diet:	ALL ABOUT THE HUMAN BODY - Bernard Glemser JOY OF COOKING - Irma S. Rombauer and Marion R. Becker
	Make a booklet about foods for health and growth.
	Construct a bulletin board with pictures of food and their food value.
	Milk - builds bones Fruits and vegetables - give energy
	Meat - gives strength
	Take field trips: Local supermarket Loblaws Warehouse Bakeries Farmer's Market (Clinton & Bailey)
	Show Film: WHOLE PRODUCE MARKET - Bailey Films, Inc.
	Show filmstrips: COOKING SERIES McGraw-Hill #401-806 UNDERSTANDING COOKING TERMS McGraw Hill #401-807 BUYING FOOD WISELY McGraw-Hill #401-809 SAFETY IN THE KITCHEN McGraw-Hill #401-810 ORGANIZING AND PREPARING MEALS McGraw-Hill #401-811 STORING FOODS McGraw-Hill #401-812

CONTENT

SUGGESTED ACTIVITIES AND MATERIALS

MEASURING ACCURATELY  
McGraw-Hill #401-813

SERVING MEALS ATTRACTIVELY

McGraw-Hill #401-814

SAFEGUARDING OUR FOOD

McGraw-Hill #401-058

B. Shelter

1. Types

- a. Single
- b. Double
- c. Multiple

Show pictures of different types of homes. Use overhead projector to share with class and discuss. (Pictures can be collected from HOUSE BEAUTIFUL and BETTER HOMES and GARDENS magazines.)

Use Real Estate ads from local papers of various types of homes, locations, and prices. Discuss with group paying particular attention to price and needs of buyer.

2. Cost

Ask a builder in the community to discuss the highlights of a good, moderately priced home.

3. Location

- a. Neighborhood
- b. Section
  - (1) Urban
  - (2) Suburban

Have a student, using a tape recorder, interview other students asking about the location in which they would like to live and why. Questions may be prepared by entire class.

4. Home improvement

- a. Outside
  - (1) Clean up grounds
  - (2) Plant grass, bushes
- b. Inside
  - (1) Cleaning
  - (2) Painting
  - (3) Papering

Construct bulletin boards:

- Before and After - pictures from paint ads, magazines, or pupil prepared pictures.
- Good Living Conditions - clean-up, paint-up, fix-up concept.
- Take field trips:
  - Home Show
  - Model home open for inspection in neighborhood
  - Sectional Home - Garage 2344 Bailey Avenue
  - Housing project
  - Low rental apartment
  - Single, double, and multiple dwellings

CONTENT

SUGGESTED ACTIVITIES AND MATERIALS

C. Clothing

1. Classification

- a. Work
- b. Social

Present a fashion show including clothing related to occasion:

- Work
- Recreation
- Social

2. Reason for choice

- a. Suitability
- b. Durability
- c. Practicability

Let students bring in samples of cloth. Compare for quality and durability.

Prepare a booklet showing clothes that are suitable, durable and practical; show their relationship to work, recreation and social life.

Make a color wheel and have students select colors which harmonize and contrast. Plan a simple wardrobe around these colors.

3. Purchasing

Have a pupil panel to discuss advantages of buying new or used clothing.

a. New

- (1) Specialty
- (2) Department stores

Compare prices of clothing from a thrift store and large department store.

b. Used

- (1) Rummage sales
- (2) Dealers

Construct bulletin boards depicting various fabrics or types of clothing.

Give students an imaginary budget of \$15.00 to \$25.00. After comparing clothing prices, have them choose clothes. See who has most value. Consider taste, practical styles and interchangeable styles. Catalogues may be helpful.

Take field trips:

- Self-service dry cleaning establishment
- Goodwill Industries
- Clothing Manufacturers
- Laundry
- Dry cleaners
- Clothing and department store

Show filmstrips:

- YOUR CLOTHING  
McGraw-Hill #402-084
- CLOTHES  
McGraw-Hill #641-612

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
<b>II. Luxuries</b>	
<b>A. Home Ownership</b>	
1. Inheritance	Request a local lawyer to relate suitable examples of people inheriting property.  Have a brief discussion of wills.
2. Purchase	Have class figure out down-payments, interest rates, monthly mortgage payments and relate to possible earnings.  Request a local bank representative to explain factors involved in getting a loan and purchasing involvements.  Construct bulletin boards: House plans from newspaper Floor plans Outside design Building materials House in center - strings attached to implements needed to maintain a home Before and after rehabilitation of sub-standard or old homes
3. Financial Obligations	Present a skit depicting buyer visiting a real estate dealer to inquire about purchasing a home for four.  Obtain samples of contracts and bills. Learn where they are paid and when.
a. Mortgages	
(1) FHA contracts	
(2) Individual financing	
b. Homeowner's insurance	
c. Tax bills	
d. Utility bills	
e. Loans	
f. Contracts for improvements	
<b>B. Automobiles</b>	
1. Cost of automobile	Obtain pamphlets from local banks on car financing. Teacher leads discussion concerning financing. Following discussion, teacher lists on chalkboard salient points.  Have a speaker discuss car insurance. Show own car insurance policy via overhead projector. Discuss.
a. Down payment	
b. Financing	
c. Insurance	
d. Cost to operate	
(1) Gas	
(2) Oil	
(3) Maintenance	

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
2. Comparison of new and used cars	Have a discussion about used cars vs. new cars: Is the lowest price the best buy? Appearance vs. function Type of dealer with whom to do business  Have pupils make booklets of favorite styles of automobiles and write reasons for choice.  Have pupils fill out applications for permit and license.  Take field trips: Local gas station Used car lots Auto show G.M.A.C.  Show filmstrips:  SAFETY BEHIND THE WHEEL McGraw-Hill #400-217  FUNDAMENTALS OF DRIVING SVE A213-4  SOUND DRIVING PRACTICE SVE A213-5  ACCIDENTS SVE A213-6  AUTOMOBILE DRIVER SVE A213-1
a. Cost	
b. Durability	
<b>C. Leisure Time</b>	
1. Radio and Television	Discuss social acceptability of much leisure time in our present economic world.
2. Movies	
3. Travel	Present skits making personal motel reservations; inquiring about price; ordering from menus.
4. Membership in	Make booklets of places to visit. Write a sentence under each picture, telling why they would like to visit the place.
a. Clubs	
b. Church organizations	
c. Neighborhood organizations	Give an oral report telling what sport is liked most and why.
5. Self-Improvement-Adult Education	Have a speaker relate advantages and nature of adult education.

CONTENT

SUGGESTED ACTIVITIES  
AND MATERIALS

Locate places on a map within a few hours drive from Buffalo:

- Letchworth State Park
- Niagara Falls
- Newark Rose Gardens
- Long Beach
- Niagara Falls
- Allegheny State Park

Make a mural depicting the scenic beauties of New York State.

Show filmstrip:

WHAT ABOUT DATES?  
312 F. O. M.

Take field trips:

- Motel
- Albright Knox Art Gallery
- Museum of Science
- Historical Building
- Hobby Shops

6. Hobbies

Have a hobby show where students display their hobbies or things in which they are interested.

D. Furniture

1. Types

- a. Home made
- b. Period
- c. Functional

Discuss choice of various materials in constructing furniture for home use.

Make a scrap book of period furniture.

Present a skit in furniture salesroom, emphasizing beauty, period, functional aspects plus family usage.

2. Purchase

- a. New
- b. Used

Discuss used vs. new furniture. Emphasize warranty and guarantee using actual examples.

Prepare lists of necessary furniture and luxury pieces.

Construct bulletin boards:

- Modern day appliances
- Furniture periods
- Color co-ordination

Take field trips:

- Niagara Mohawk
- Iroquois Gas Company
- Sears Roebuck Company

CONTENT

SUGGESTED ACTIVITIES  
AND MATERIALS

- Salvation Army Store
- Goodwill Industries
- G. E. X.
- Brand Names
- General Retail Store

III. Self-support vs. Dependency

A. Employment vs. Welfare

Plan a day of a person on welfare and a day of a person who is employed. Compare and contrast.

B. Employment vs. Unemployment

Discuss dignity of work; satisfaction in job well done no matter how menial; acceptance of full or partial government support with dignity.

IV. Status

A. Salary

Analyze pay check and discuss idea of withholding:

- Gross amount
- Net Amount
- Deductions
  - Federal Income Tax
  - State Income Tax
  - Social Security
  - Hospitalization
  - Union Dues
  - Government Savings Plan
  - Company Credit Union

B. Sense of Self Respect

Ask a speaker from Golden Age Club to discuss problems of youth and old age.

Show filmstrips:

- PROBLEMS OF OLDER TEENS
- F775 S. B. R.
- LEADING AMERICAN NEGRO SERIES
- SVE A2421-6

V. Preparing for Future

A. Marriage

Discuss responsibilities of partners to each other and to children.

Have a clergyman from community speak to the group.

Discuss procedure for getting marriage license, legal requirements; emotional and mental maturity. Develop awareness of marriage counselors.

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
B. Family	<p>Present skits about family problems and their solutions:</p> <p>Autocratic family Democratic family</p> <p>Show filmstrips:</p> <p>LOOKING AHEAD TO MARRIAGE SVE #2774-8</p> <p>WHEN ARE WE READY FOR MARRIAGE? F. O. M. #327</p> <p>INFANT CARE SERIES, McGraw-Hill #401-832 to 401-838: BATHING THE BABY FEEDING THE BABY PREPARING THE FORMULA SELECTING CHILDREN'S CLOTHING TEACHING DESIRABLE HABITS SELECTING CHILDREN'S TOYS</p>
VI. Security	
A. Insurance	
1. Hospital	<p>Have students fill in application forms obtained from Blue Cross.</p>
2. Doctors	<p>Let students use telephone directory to list names, addresses, and phone numbers of different kinds of doctors.</p> <p>Practice placing telephone call requesting the services of a doctor.</p> <p>Construct bulletin board listing professional name and meaning of doctors; i.e. Pediatrician - baby doctor.</p> <p>Take field trips:</p> <p>Hospital Clinic</p>
3. Automobile	<p>Request a speaker to discuss auto insurance:</p> <p>Liability Comprehensive Collision Risk Pool</p>

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
4. Home	<p>Discuss reasons for home fires and means of prevention.</p> <p>Discuss types of insurance coverage available.</p> <p>Construct a bulletin board:</p> <p>Picture I - House burned to ground - no insurance - ashes.</p> <p>Picture II - House burned to ground - insurance - building materials for new home.</p>
5. Life	<p>Discuss value of life insurance; how much to buy; meaning of vocabulary used.</p>
B. Investment	
1. Savings Banks	<p>Practice writing deposit slips and withdrawal slips.</p> <p>Place diagram on board showing how money earns money; i.e. interest.</p> <p>Discuss reasons for saving.</p> <p>Create a bulletin board illustrating various items that can be purchased with savings.</p> <p>Take field trips:</p> <p>Buffalo Savings Bank Marine Trust Company</p>
2. Bonds	<p>Bring in bonds for class to see.</p> <p>Explain cost and how they mature. Correlate with arithmetic lessons to find how much a bond earns.</p>
VII. Personal Gratification	
A. Happiness and Self-satisfaction	
1. Completing a task	<p>Give oral reports.</p>
2. Achieving self-set goals	<p>How I Felt When I Finished: Cutting the Grass Putting Up Screens Cleaning the Attic</p> <p>Have students illustrate by cartoons or other means, something which they enjoy doing.</p>
3. Use of special skills	<p>Read a story:</p> <p>VICTORY IN MY HANDS Harold Russell</p>

CONTENT

SUGGESTED ACTIVITIES  
AND MATERIALS

- Write a paragraph about a community helper.
- Policeman  
Fireman  
Mailman
4. Being helpful
- Have pupils write one sentence about being helpful around the home.
- Hear oral reports from school helpers:
- Messenger  
Hall monitor  
Cafeteria worker
- Take field trips:
- Cancer Headquarters  
Heart Headquarters
- Encourage students to volunteer assistance to an organization.
5. Creativity
- Have students discuss hobbies they may have. Let students bring in models, etc., of anything they have constructed.
- Introduce inexpensive crafts and hobbies to students.
6. Meeting new people and acquiring a feeling of being accepted
- Have students take parts of various people and act out social situations.
7. Looking forward to advancement
- Construct a bulletin board with this caption:
- DO YOU WANT THIS?  
(Pictures of travel, beautiful homes, cars, etc.)
- Work is the only way to get them.
8. Achieving economic independence
- Present a skit in which a student has a part-time job and have him relate to class how he is becoming economically independent.

## UNIT I

### RELATED VOCABULARY

#### FOOD

a la carte  
a la mode  
appetizer  
baked goods  
banquet  
beverage  
breakfast  
cafeteria  
canned goods  
cereal  
check-out  
coffee  
cold cuts  
concentrated  
condensed  
dairy products  
dessert  
detergents  
diner  
dinner  
doughnuts  
dried food  
express check-out  
flour  
fowl  
frozen  
fruit  
gallon  
gelatin  
gratuity  
hamburger  
hot dog  
ingredient  
juice  
liquid  
liquor  
lunch

marmalade

meat

menu

mixer

napkin

oils

order

package

paper products

parfait

pastry

perishable

pet foods

pizza

pound

preserves

price

produce

purchase

quality

quantity

recipe

refrigerator

restaurant

salad

sandwich

seasoning

self-service

shortening

short order

snack

spaghetti

spices

submarine

supper

vegetables

#### SHELTER

accident  
alarm  
aluminum  
appliance  
arrange  
asbestos  
ashes  
attic  
avenue  
basement  
bath

bathroom

bedroom

bench

bills

blanket

block

board

borrow

brick

budget

building

bulb

bungalow

cabin

cabinet

carpenter

carpet

ceiling

cellar

cement

chair

charge

cheap

check

closet

construct

cottage

cover

cupboard

damage

damp

debt

deduction

dining room

down payment

downstairs

duplex

electric

exit

expense

faucet

fence

fire

floor

freeze

front

front porch

furnace

furnish

furniture

fuse

gallery

garage

garbage

garden

glass

grass

ground

hedge

hotel

house

improve

kitchen

ladder

leaves

liability

license

location

mailbox

metal

meter

mice

mirror

modern

mortgage

motel

motor

nail

odor

oven

owe

owner

paid

patch

patio

permit

phone

plans

plaster

pliers

plug

plumber

polish

power

price

quick

rake

ranch

range

recreation

refrigerator

replace

requirement

roof

rust

safety

sale

sanitary

sanitation

savings

screens

shade

shelter

shovel

shower

siding  
slippery  
snow  
space  
spare  
split-level  
square  
stairs  
steam  
stone  
storage  
storm window  
stove  
sub-standard  
surplus  
tank  
tap

tar  
tax  
telephone  
television  
tenant  
tent  
trailer  
trespass  
tub  
type  
used  
vacancy  
ventilation  
weather  
without  
wood  
yard

raincoat  
ready-to-wear  
shirt  
shrinkage  
size  
sleepwear  
sportswear  
stockings

suit  
tailor  
texture  
underwear  
uniforms  
washable  
wool  
yard goods

### HOME OWNERSHIP

address  
aluminum  
asbestos  
brick  
contract  
credit  
driver  
education  
fee  
finance  
income  
individual  
inside  
installment  
insurance  
interest  
investigate  
landlord  
landscape  
lease  
legal

leisure  
loan  
mortgage  
outside  
painting  
paneling  
papering  
payment  
play  
plumbing  
pressure  
purchase  
remodel  
rent  
repair  
salesman  
single  
utility  
water  
wills

accelerator  
accident  
anti-freeze  
application  
automatic  
auto show  
battery  
brakes  
convertible  
dashboard  
dealer  
directional lights  
down payment  
driver education  
four-door sedan  
fuel  
gas  
hardtop convertible  
headlights  
hot rods  
inspection  
insurance  
Kensington Expressway  
liability  
license  
maintenance  
manual  
mechanic

AUTOMOBILES  
mechanic on duty  
model  
muffler  
New York State Thruway  
no parking  
oil  
overhaul  
permit  
power brakes  
power steering  
racing cars  
rear view mirror  
repairs  
road signs  
Scajaquada Expressway  
seat belts  
simonize  
speedometer  
station wagon  
steering wheel  
styles  
Thomas E. Dewey  
trade-in  
two-door sedan  
used car lots  
Volkswagen  
white wall tires  
windshield wiper

### CLOTHING

accessories  
alteration  
apparel  
attire  
business clothes  
casuals  
clothes  
costume  
design  
dressmaker  
drip-dry  
dry cleaning  
fabric

fashions  
footwear  
garment  
gloves  
hosiery  
housecoat  
jacket  
knit dress  
lingerie  
lounging clothes  
neckwear  
nylon  
office clothes

airplane  
amateur  
art  
automobiles  
barbecue  
baseball  
basketball  
beach  
bicycle  
boat  
bowling  
camera  
cards  
class  
club

### LEISURE

coin collection  
concert  
craft  
dance  
darts  
diet  
expressway  
fishing  
football  
gallery  
game  
garden  
go-carts  
golf  
guest

handwork  
hobby  
holiday  
horseshoes  
ice-skating  
knit  
Letchworth State Park  
library  
membership  
movies  
museum  
music  
neighborhood  
Niagara Falls  
night club  
organization  
painting  
performance  
photograph  
picnic  
picture  
price  
racing

radio  
records  
recreation  
reservations  
restaurant  
science  
scrap book  
skiing  
stamp collection  
suitcase  
swimming  
taxi  
tennis  
thruway  
tickets  
tile  
tours  
train  
travel  
vacation  
waltz  
water

#### FURNITURE

appliance  
bedroom  
bench  
Brand Names  
built  
carpet  
chair  
chest  
clock  
crib  
cupboard  
curtain  
dishes  
draperies  
dresser  
durability  
flag  
functional  
general  
Goodwill Industries  
Iroquois Gas  
kitchen

lamp  
living room  
lounge  
maple  
modern  
New York Telephone Co.  
Niagara Mohawk  
period  
picture  
radio  
refrigerator  
retail  
rocker  
rug  
Salvation Army  
Sears & Roebuck Co.  
sectional  
sofa  
stove  
television  
wholesale

#### STATUS

company  
deductions  
federal  
government  
gross  
incorporated

net  
payroll  
salary  
security  
social  
stocks

#### MARRIAGE - FAMILY - RETIREMENT

affection  
baby sitter  
benefits  
brother  
companionship  
counselor  
daughter  
day camps  
dentist  
doctor  
emotions  
engagement  
family  
feeding  
formula

Golden Age Club  
husband  
infant care  
institution  
kin  
love  
maturity  
nursing home  
obstetrician  
partners  
pediatrician  
Senior Citizen  
sister  
wife

#### INSURANCE - INVESTMENTS

accident  
agent  
collision  
comprehensive  
deposit slips  
double indemnity  
invest  
liability

policy  
prevention  
protection  
risk  
type  
U. S. Savings Bonds  
various  
withdrawal slips

#### PERSONAL GRATIFICATION

congratulations  
favor  
happiness  
humor  
independent  
neighbor

peace of mind  
pleasure  
responsible  
reward  
self-satisfaction  
volunteer work

**UNIT II**

**JOB ANALYSIS**

24/25

## UNIT II

### Job Analysis

#### Overview

The types of jobs available to the retarded are relatively limited in scope. However, very often, a discrepancy exists between the student's ability level and his aspirational level. The difficult task of reconciling the two becomes a reality at this point. This program stresses both the intrinsic and the extrinsic value and dignity of all work by presenting various job areas within the context of societal need.

Education and attitude become important parts of this program and contribute to an elevation of the student's self-concept. To develop this program successfully, it is necessary that both student and teacher have a wide knowledge of potential jobs.

Although this unit is not exhaustive, it is a relatively thorough sampling of jobs in various areas.

Emphasis has been placed upon:

1. Acquainting students and teachers with types of jobs in the Buffalo area and qualifications necessary to secure them.
2. Assisting students in choosing a job which he is capable of performing efficiently.
3. Providing students with insight into drawbacks of particular jobs, i.e. seasonal work, long lay-offs, etc.

UNIT II  
JOB ANALYSIS

I. LIGHT INDUSTRY

A. BAKING

1. Places Contacted

- a. Kaufman's Bakery
- b. Lippe's Bakery

2. Specific Occupations

- a. Baker's Helper (unskilled)
- b. Bakery Maintenance Man (unskilled)

3. Duties and Dress

- a. Greases or lines pans; cleans utensils, pans, etc.; moves heavy pans; might mix, mold or shape dough under close supervision of the baker.

Uniform consists of white shirt, trousers, cap and apron.

Employer supplies uniform.

- b. Scrubs floors and walls; cleans and oils heavy equipment; helps paint walls and equipment; washes windows.

A uniform is not required.

4. Qualifications \*

- a. & b. A high school education is preferred; worker must possess all qualities pertinent to holding a job. Age requirements are in accordance with New York State Labor Laws. A physical examination is required by the company but the employee is reimbursed. The job is subject to New York State and local union laws; the male sex predominates in hiring practices. Experience is not necessary. Union membership is required.

5. Working Conditions and Hours

- a. Work is done indoors. Dust from flour and sugar produce a cough in some workers. Flour may cause a rash on worker's hands. Work is available throughout the year. Employee works a straight shift - eight hours per day, five days per week.
- b. Work is done in and out-of-doors. Carelessness may cause hazardous conditions. Work is available throughout the year. Employee works a forty-hour week straight shift with irregular

\* The qualifications and fringe benefits for many of the jobs in this unit are the same as for the bakery industry. Exceptions are noted under each specific occupation.

hours (4:00 A.M. - 12:00 P.M. or 12:00 P.M. to 8:00 P.M.)

6. Remuneration

- a. & b. During the training (about thirty (30) days) the beginner earns less than the other workers. After the training period, he receives union wages:

- 1. \$2.18 per hour — Baker's Helper
- 2. \$2.90 per hour — Bakery Maintenance Man

Fringe benefits include paid vacations and holidays, health and welfare insurance, regular medical check-ups and a pension plan.

7. Advancement

- a. Helper to Assistant Baker
- b. Assistant Baker to Baker

8. Related Occupations

- a. Bakery Stockman

1) Duties and Dress

Keeps track of ingredients used, orders, checks shipments, sends ingredients through large pipes to mixing room; uses a machine to melt shortening before sending it to mixing room; moves heavy sacks to storage bins.

Uniform consists of white shirt, trousers and cap.

Employer supplies the uniform.

2) Remuneration

After the thirty (30) day training period the employee receives a union wage of \$2.18 per hour.

- b. Dividing-Machine Operator's Helper

1) Duties and Dress

Places clean pans in the dividing machine; removes filled pans from conveyor; stacks filled pans on large racks and moves them to temperature controlled room; checks weight of bread dough at intervals.

White uniform, small apron, cap and hair net are required.

Employer supplies uniform, apron and cap. Employee supplies hair net.

## 2) Remuneration

After the thirty (30) day training period the employee receives a union wage of \$2.18 per hour.

### c. Doughnut Machine Operator's Helper

#### 1) Duties and Dress

Wipes machine before operator begins his job; pours shortening into large frying tanks; picks up finished doughnuts and places them on racks to cool; empties and cleans frying tanks; keeps working area clean and orderly.

Uniform consists of white shirt, trousers, cap and large apron.

Employer supplies the uniforms.

#### 2) Remuneration

After the thirty (30) day training period, the employee receives a union wage of \$2.18 per hour.

### d. Pan-Washing Machine Operator

#### 1) Duties and Dress

Removes dirty pans to washroom; boils extremely soiled pans in a large vat; operates machine to wash pans; returns pans to bakery department; keeps work area clean and orderly.

Uniform consists of white shirt, trousers, large apron and cap.

Employer supplies the uniform.

#### 2) Remuneration

After a thirty (30) day training period, the employee receives a union wage of \$1.75 per hour.

### e. Roll and Doughnut Icer

#### 1) Duties and Dress

Flavors and mixes icing and glaze; hand-dips doughnuts into frosting or glaze; spreads icing on rolls; might help to make bread and rolls at various times.

White uniform, small apron, cap and hair net are required.

Employer supplies uniform, apron and cap.

Employee supplies hair net.

#### 2) Remuneration

After a training period, the employee receives a union wage of approximately \$1.71 per hour.

## B. MEAT AND MEAT PACKING

### 1. Places Contacted

- a. Tog Packing Company
- b. Szelagowski and Sons
- c. Sahlen Packing Company, Inc.

### 2. Specific Occupation

Meat Wrapper

### 3. Duties and Dress

- a. Weighs meats and records weight and price on label; labels and wraps meat in cellophane and machine seals the package.

- b. White uniform is required.

Employer supplies the uniform.

### 4. Qualifications

- a. A physical examination is required but the company does not reimburse. Female sex predominates in hiring practices.

- b. See footnote, page 27.

### 5. Working Conditions and Hours

All work is done indoors. Carelessness may contribute to hazardous situations. Work week is normal - eight hours per day for five days. Employee may work some Saturdays.

### 6. Remuneration

After a thirty (30) day training period, employee receives union wage of \$2.35 $\frac{1}{2}$  per hour.

Fringe benefits include paid holidays, vacations, sick leave, and accident and health insurance.

### 7. Advancement

Opportunity for advancement is based upon qualifications and seniority.

### 8. Related Occupations

- a. Butcher's Helper

#### 1) Duties and Dress

Assists in cutting carcasses, killing and cleaning poultry; refrigerates uncut carcasses; trims fat; cuts, grinds and wraps meat; cuts out bones; assists in writing meat orders; checks orders and weighs meats; does general clean-up; keeps machines in working order and sharpens knives.

A white uniform is required.

Employer supplies the uniform.

2) Remuneration

Trainees receive \$1.50 per hour. After learning the job, employees receive wages of \$2.27 per hour.

b. Hand Packager - Sausage Plant

1) Duties and Dress

Wraps sausage in cellophane and seals package by sliding it across a piece of hot metal; places package on a conveyor.

Uniform consists of a white smock, apron and a hair net.

Employer supplies smock and apron.  
Employee supplies hair net.

2) Remuneration

Wage is union scale of \$2.35½ per hour.

c. Meat Smoker

1) Duties and Dress

Follows written direction concerning length of process and types of meat to be treated; sets thermostats; hangs meat on racks and places in oven; removes meat from oven to trays when process is completed; cleans oven trays monthly.

A white uniform is required.

Employer supplies the uniform.

2) Remuneration

Wage is union scale of \$2.64½ per hour.

d. Meat Trimmer

1) Duties and Dress

Trims and cuts meat into certain sizes; sharpens own tools.

Uniform consists of a white coat and cap.

Employee purchases uniform through company.

2) Remuneration

Wage is union scale of \$2.49½ per hour.

e. Sausage Casing Flusher

1) Duties and Dress

Cleans casings thoroughly inside and out; knots one end of casing, places it in bowl coiling it from knot end outward.

A white uniform is required.

Employer supplies the uniform.

2) Remuneration

Wage is union scale of \$2.39 per hour.

f. Sausage Stuffer

1) Duties and Dress

Places chopped seasoned meat into a machine; attaches nozzle and slips casing onto it; cleans and oils machine.

Uniform may be required depending upon place of employment.

2) Remuneration

Wage is union scale of \$2.60 per hour.

C. FLOUR MILLING

1. Place Contacted

General Mills

2. Specific Occupation

Flour Packer (unskilled)

3. Duties and Dress

Makes certain that bags, recipes or coupons are near his machine; checks to see if machine is in proper order; spot checks bags occasionally for correct weight.

Uniform is not required.

4. Qualifications

a. Both an aptitude and general knowledge test plus a physical examination are required.

b. See footnote, page 27.

5. Working Conditions and Hours

Work is done indoors. Carelessness may cause hazardous situations. Employees having fewer than three (3) years seniority are subject to temporary lay-off during dull months. Working hours are straight shift - eight hours per day, five days per week. Employees may work six days per week.

6. Remuneration

During a training period of forty-five (45) days, employee receives \$3.12 per hour. Wage is then raised to \$3.59 per hour. Second and third shift workers receive \$.11 more than first shift workers. All employees receive time-and-one-half on Saturdays, double-time on Sundays and triple-time on holidays.

Automation has lessened the need for new employees. Future need depends chiefly upon replacement of those who retire or take other jobs.

7. Advancement

Opportunity for advancement is determined by seniority and qualifications.

## 8. Related Occupations

### a. Forklift Operator

#### 1) Duties and Dress

Loads and unloads railroad cars; obtains supplies from the warehouse; keeps records of goods he has moved; hauls waste from factories; checks all gauges on his truck.

A uniform is not required.

#### 2) Remuneration

Wage varies from \$3.00 to union rate of \$3.10 per hour.

### b. Caser

#### 1) Duties and Dress

Reads diagramming to learn order in which cereal is to be boxed; places opened boxes on machine ready for the operator.

A uniform is not required.

#### 2) Remuneration

Wage varies from \$2.74 to union rate of \$2.84 per hour.

### c. Supply Man

#### 1) Duties and Dress

Brings cartons and boxes to casers; must keep supplies ahead of workers.

A uniform is not required.

#### 2) Remuneration

Wage varies from \$2.79 to union rate of \$2.99 per hour.

### d. Sweeper

#### 1) Duties and Dress

Sweeps floors and areas surrounding machines.

A uniform is not required.

#### 2) Remuneration

Wage varies from \$2.79 to union wage of \$2.89 per hour.

### e. Yardman

#### 1) Duties and Dress

Picks up paper and other debris off railroad tracks; keeps loading area clean.

A uniform is not required.

#### 2) Remuneration

Wage varies from \$3.00 to union rate of \$3.10 per hour.

### f. Janitor

#### 1) Duties and Dress

Scrubs and mops floors; cleans and supplies lavatories, checks lavatories at intervals.

A uniform is not required.

#### 2) Remuneration

Wage varies from \$2.79 to union rate of \$2.89 per hour.

## D. PAPER AND PRINTING

### 1. Places Contacted

a. Bemis Company, Inc.

b. Greater Buffalo Press

### 2. Specific Occupations

a. Printer's Helper

b. Fly Boy (unskilled)

### 3. Duties and Dress

Reheats used type; inks presses and washes them after use; sets up materials; i.e. hand type, slugs, leads, etc. and puts them away; runs errands; sweeps work area; cleans up at closing time.

A uniform is not required.

### 4. Qualifications

a. In small printing concerns union membership is not required. A physical examination is necessary. It is not paid for by the company.

b. See footnote, page 27.

### 5. Working Conditions and Hours

Work is done indoors. Carelessness may contribute to hazardous situations. Employment is normal - work is available throughout the year. Employee works regular hours. Large concerns may require shift work and some overtime during a rush period. Small concerns will not.

### 6. Remuneration

Beginning wage is approximately \$2.00 per hour and later advances to \$3.00 per hour.

### 7. Advancement

Employee may possibly advance to apprentice and then to printer. In small concerns, merit advancement is practiced. In union concerns, advancement comes with seniority, experience and merit.

### 8. Related Occupations

a. Pressman's Apprentice

1) Duties and Dress

Sets presses and plates by correct size and with correct amount of ink; checks shade of ink and watches margins as paper goes through. If this is his only task, he is called a Feeder. In other shops, he oils machines, washes presses and might make small repairs.

Uniform consists of a large protecting apron.

Employee purchases apron from the company.

2) Remuneration

Wages vary from \$2.00 to \$3.00. After a period of six (6) months, employee receives a raise.

b. Bag Baler

1) Duties and Dress

Operates a wire-tying and twine-tying baler; places prepared stack of bags on machine which squeezes bags; threads machine with twine or wire and ties stack; lifts tied bundles onto conveyor or truck.

A uniform is not required.

2) Remuneration

Wage is \$1.76 per hour.

c. Bag Sewer

1) Duties and Dress

Machine sews bags from top or bottom as instructed.

A uniform is not required.

2) Remuneration

Wage is a guaranteed \$1.50 per hour plus piece-work.

d. Bag Packer

1) Duties and Dress

Packs cartons of one kind then another; counts small ones by fifties, large ones by twenty-fives; places boxes in shipping carton; seals with gummed tape and marks cartons with stencil; places filled cartons on truck.

A uniform is not required.

2) Remuneration

Wage is approximately \$2.50 per hour with a slight increase for night shift.

e. Carton Assembler

1) Duties and Dress

Feeds a machine or sets up cartons; lifts flaps,

glues together; hammers out cut-away parts by hand or with air hammer; can do several at one time using air hammer.

A uniform is not necessary.

2) Remuneration

Wage is approximately \$2.45 per hour with slight increase for night shift.

f. Envelope Machine Operator

1) Duties and Dress

Studies order blanks regarding amount and kinds of envelopes to be made; prepares machine for printing; chooses appropriate color of paper and glue; places both in machine and checks for correct operation; reports breakdowns or flaws in operation; removes bits of paper which come out of the machine; checks glue tank at intervals; packs envelopes for shipment.

A uniform is not required but work clothes must be worn. Women must wear hair nets.

Employer supplies the work clothes.

Employee supplies the hair net.

2) Remuneration

Wage varies from \$1.60 to \$2.60 per hour.

E. CHEMICAL INDUSTRY

1. Places Contacted

a. Dupont Denemours E. I. and Co., Inc.

b. Allied Chemical Corp.

2. Specific Occupation

Stock Mover

3. Duties and Dress

a. Moves equipment and materials from receiving department to storage rooms; operates lift truck to move large drums.

b. A uniform is not required. Special heavy work clothes must be worn.

Employer supplies work clothes.

4. Qualifications

a. Aptitude and general knowledge tests are required. Union membership is not mandatory, but employee may join.

b. See footnote, page 27.

5. Working Conditions and Hours

Work is done indoors. Carelessness may contri-

bute to hazardous situations. Work is available throughout the year. Employees work straight shift.

#### 6. Remuneration

Wage ranges from \$2.97 $\frac{1}{2}$  per hour to \$3.09 per hour.

#### 7. Advancement

Opportunity for advancement is dependent upon seniority and merit.

#### 8. Related Occupations

##### Operator's Assistant

##### a) Duties and Dress

Supplies material; runs processing units such as mixer, screener, dryer or extruder.

A special heavy uniform is required. Employer supplies the uniform.

##### b) Remuneration

Wage varies from \$3.07 to \$3.17 per hour.

### F. WAX INDUSTRY

#### 1. Place Contacted

W. & H. Manufacturers

#### 2. Specific Occupation

Candlemaker

#### 3. Duties and Dress

a. Using pulley apparatus, lowers board of wicks into a tub of melted wax; lifts it out to cool and harden; repeats process until candles are correct size. For colored candles, dips them into a tub of colored wax; might pour melted wax into molds; cuts wicks.

b. A uniform is not required.

#### 4. Qualifications

a. A physical examination is required. The company does not reimburse.

b. See footnote, page 27.

#### 5. Working Conditions and Hours

Work is done indoors. Carelessness may cause hazardous situations. Employment is available throughout the year. Employees work straight shifts.

#### 6. Remuneration

Wages vary with shift. First shift earns \$1.73 $\frac{1}{2}$  per hour; second shift earns \$1.80 $\frac{1}{2}$  per hour; third shift earns \$1.85 $\frac{1}{2}$  per hour.

#### 7. Advancement

Opportunities for advancement are limited.

#### 8. Related Occupation

Candle Inspector and Packer

##### a) Duties and Dress

Inspects candles carefully for wick and breakage; checks for size, shape and color; places imperfect candles into special container; wraps candles in cellophane; pads box to insure against breakage and packs candles; places inspection slip in box, stamps color on it and places it into a carton for shipping.

A uniform is not required.

##### b) Remuneration

Wage varies with shift. First shift earns \$1.73 $\frac{1}{2}$  per hour; second shift earns \$1.80 $\frac{1}{2}$  per hour; third shift earns \$1.85 per hour.

### G. BOTTLING PLANTS

#### 1. Places Contacted

a. Pepsi-Cola Bottling Company

b. Squirt-Vernors of Buffalo, Inc.

c. Nehi Bottling Company, Inc.

#### 2. Specific Occupation

Bottle Washer

#### 3. Duties and Dress

a. Fills machine with empty bottles and lets them soak for a half-hour; inverts bottles to drain; sends them through a series of extremely hot water sprays.

b. A protective uniform is worn. Employer supplies the uniform.

#### 4. Qualifications

See footnote, page 27.

#### 5. Working Conditions and Hours

Work is done indoors. Carelessness may cause hazardous situations. Employment is available throughout the year. Employee works a straight shift.

#### 6. Remuneration

Wage is \$2.99 per hour. Time-and-a-half is paid for overtime.

#### 7. Advancement

Opportunity for advancement depends upon ability. Advancement ladder goes from worker to inspector to foreman.

## 8. Related Occupations

### a. Bottle Inspector

#### 1) Duties and Dress

Scrutinizes each bottle carefully; removes from conveyor any bottle which is not completely whole or which appears to be dirty. After filling and capping is done, removes bottles not correctly filled or capped.

A uniform is required. Employer supplies the uniform.

#### 2) Remuneration

Wage is \$2.99 per hour. Time-and-a-half is paid for overtime.

### b. Route Driver

#### 1) Duties and Dress

Delivers merchandise to stores; fills vending machines; collects crates of empty bottles and returns them to distributor; keeps records of crates on truck and crates removed; may own truck or rent from company.

A uniform is required. Employer supplies the uniform.

#### 2) Remuneration

Wage is a guaranteed \$70.00 per week plus commission and \$.02 for each empty bottle returned.

### c. Warehouseman

#### 1) Duties and Dress

Loads and unloads trucks; records all outgoing and incoming bottles; checks each driver's route for the day.

A uniform is required. Employer supplies the uniform.

#### 2) Remuneration

Wage is \$2.99 per hour. Time-and-a-half is paid for overtime.

### 3. Duties and Dress

a. Does general labor for experienced workmen in the construction industry.

b. A uniform is not required.

### 4. Qualifications

a. A physical examination is required. The employee is not reimbursed. Union membership is a pre-requisite for employment.

b. See footnote, page 27.

### 5. Working Conditions and Hours

Hazardous situations include the possibility of a fall from height or strain from heavy lifting. Employment is seasonal, spring and summer being peak months. Hours are long and irregular.

### 6. Remuneration

Wage is \$3.93 $\frac{1}{2}$  per hour.

### 7. Advancement

Opportunity for advancement is limited since the laborer has little or no opportunity to work with tools or observe skilled workers.

## B. TRUCKING

### 1. Places Contacted

a. Branch Motor Express Company

b. Buffalo Storage and Carting Division of P. A. Truck Line, Inc.

c. Boss-Linco Lines, Inc.

### 2. Specific Occupation

Driver

### 3. Duties and Dress

a. Oversees loading and unloading of truck; delivers items to homes, stores, factories, train station; prepares truck for run; keeps load invoice.

b. Uniform is required.

Employer furnishes uniform.

### 4. Qualifications

a. A physical, aptitude and general knowledge examination may be required. Drivers must comply with each state's law and Interstate Commerce Commission law. A chauffeur's license is required, type depending upon weight of vehicle. Union membership is a pre-requisite for employment.

b. See footnote, page 27.

### 5. Working Conditions and Hours

Work is done out-of-doors. Hazardous situations

## II. HEAVY INDUSTRY

### A. CONSTRUCTION

#### 1. Places Contacted

a. John W. Cowper

b. Bradley Home Improvements

#### 2. Specific Occupation

Laborer

result when carrying dangerous loads such as gasoline or explosives. A driver in the city works regular hours. A driver on the road must work ten (10) hours out of every twenty-four (24).

#### 6. Remuneration

Wage for drivers within the city is \$3.49 per hour. Drivers on the road receive \$3.59 per hour. Some on-the-road drivers are paid by mileage.

#### 7. Advancement

Opportunities for advancement are limited.

#### 8. Related Occupation

##### Dockman

a) Loads and unloads household or office furniture.

A uniform is required.

Employee purchases uniform from company.

b) Remuneration

Wage varies from \$3.49 to \$3.54 per hour.

### C. FOUNDRIES

#### 1. Places Contacted

- a. Washington-Fillmore Iron Works, Inc.
- b. Pohlman Foundry Corp.

#### 2. Specific Occupation

Materials Handler (unskilled)

#### 3. Duties and Dress

- a. Moves all materials to proper work areas; brings patterns and molds to workers using them; carries finished products to loading area or loads goods onto a conveyor belt.
- b. A uniform is not required.

#### 4. Qualifications

- a. An eighth grade diploma is required. High School graduates receive preference. A physical examination, aptitude and general knowledge test may be required.
- b. See footnote, page 27.

#### 5. Working conditions and Hours

Work is done indoors. Carelessness may cause hazardous situations. Employee is subjected to forced lay-off, union strikes, etc. Workers work a straight shift.

#### 6. Remuneration

Wages are controlled by a union pay scale. Em-

ployees receive a lower wage during the training period. Evening and night shift workers receive a slightly higher wage.

#### 7. Advancement

Opportunities for advancement are limited.

#### 8. Related Occupations

- a. Hand Molder's Helper
- b. Coremaker's Helper
- c. Shakeout Helper
- d. Grinder's Helper

##### 1) Duties and Dress

Has materials ready for use; hands tools to experienced worker; cleans equipment.

A uniform is not required.

2) Wage varies from \$1.95 per hour to \$2.09 per hour. Evening and night shift workers receive slightly higher wage.

### D. AUTOMOTIVE

#### 1. Places Contacted

- a. Main Automatic Car Wash
- b. Kar Service Centers, Inc.

#### 2. Specific Occupation

Automobile Seat-cover Installer (semi-skilled)

#### 3. Duties and Dress

- a. Might choose color and type of material from stock pile; removes panels and ash trays from cars; fits cover on seat and puts metal rings on it to hold it in place; replaces panels and ash trays; helps to keep working area clean.
- b. A uniform is not required.

#### 4. Qualifications

- a. Employee must possess a general knowledge of all types of cars. He must be able to read and follow directions. A physical examination is mandatory every three months. Union membership is not required if employed in an independent garage.
- b. See footnote, page 27.

#### 5. Working Conditions and Hours.

Work is done indoors. Carelessness may cause hazardous situations. Employment is available throughout the year. Employees work straight shifts and receive time-and-a-half for overtime.

## 6. Remuneration

Wage for beginning employees is \$1.50 per hour.  
Wage may reach \$2.75 for experienced employees.

## 7. Advancement

Opportunities for advancement are limited.

## 8. Related Occupations

### a. Car Washer

#### 1) Duties and Dress

##### a) Hand Washer

Sweeps and cleans inside of car with broom or vacuum cleaner; sprays top and sides with hose and sponges off dirt; wipes car dry with chamois; washes wheels, fenders and bumpers with soapy water; cleans and polishes windows; waxes and polishes cars.

##### b) Automatic Car Washer

Cleans and vacuums inside of car with a group of men; helps touch up parts the machine missed; polishes windows and chrome trim.

Uniform consists of work clothes and rubber boots.

Employer supplies work clothes.

Employee supplies rubber boots.

#### 2) Remuneration

Wage varies from \$1.50 to \$1.55 per hour.

### b. Gas Station Attendant

#### 1) Duties and Dress

Sells gasoline; checks oil and sells it when needed; cleans windshields; fills radiators and checks tires; gives road information and dispenses maps; keeps buildings and grounds clean. In large service stations he may have only one job, e.g., greasing cars, washing cars or selling gas and oil.

Uniforms may be required.

Employer supplies uniform.

#### 2) Remuneration

Wages vary with place of employment.

### c. Small Motor Repairman's Helper

#### 1) Duties and Dress

Takes small motors apart; cleans oil, grease and dirt from all parts with special cleaning solution, dries parts and returns to repairman; might paint the outside case of a motor.

A uniform is not required.

#### 2) Remuneration

Wage varies from \$1.50 to \$2.00 per hour.

### d. Muffler Installer

#### 1) Duties and Dress

Learns to operate hoist and gas and electric torch; inspects muffler and removes if it is defective; removes exhaust and tail pipe; installs new muffler.

A uniform is not required.

#### 2) Remuneration

Wage varies from \$2.00 to \$3.50 per hour.

## III. PUBLIC SERVICE OCCUPATIONS

### A. HOTEL SERVICE

#### 1. Places Contacted

##### a. Statler Hilton

##### b. Hotel Lafayette

#### 2. Specific Occupation

Houseman (unskilled)

#### 3. Duties and Dress

a. Sets up tables and chairs; lays rugs and carpeting; sets up platforms, microphones, blackboards, pianos; puts away all furniture used; refurnishes rooms for varied activities; washes, waxes and polishes floor in ballroom; vacuums rugs and carpets; dusts venetian blinds, electric fans and furniture; washes woodwork, walls and ceilings; hangs flags and keeps them clean and in good repair.

b. A uniform is required.

Employer supplies uniform.

#### 4. Qualifications

a. A physical examination is required and company does not pay for it.

b. See footnote, page 27.

#### 5. Working Conditions and Hours

All work is done indoors. Lifting and moving heavy furniture is involved in this job. Employees work straight shifts (days, evenings or nights). Employees take turns working Saturday, Sunday and holidays. Employment is available throughout the year.

## 6. Remuneration

Wage varies for this occupation but most earn about \$1.50 per hour. Fringe benefits include: paid vacations, group life insurance, hospitalization and surgical insurance plans.

## 7. Advancement

Employees may advance to the head of the department if qualifications and seniority are considered.

## 8. Related Occupations

### a. Parking Lot Attendant

#### 1) Duties and Dress

Helps park cars; might be asked to wash cars and fill gas tank while guest is away.

A uniform is not required.

#### 2) Remuneration

Wage is approximately \$1.50 per hour. Employee may accept tips.

### b. Checkroom Attendant

#### 1) Duties and Dress

Gives a numbered claim ticket for each article accepted; checks lost and found section upon request; answers telephone in checkroom; takes messages for customers.

A uniform is not required.

#### 2) Remuneration

Wage is approximately \$1.50 per hour. Employee may accept tips.

### c. Dishwasher

#### 1) Duties and Dress

Scrapes and rinses dishes in lukewarm water; places dishes in wire racks; puts racks in machine. After washing, shoves them in dry place ready for use. Keeps machine nozzles, tables and water tank clean and in working order.

A uniform is required for both men and women.

Employer supplies uniforms.

#### 2) Remuneration

Wage is approximately \$1.50 per hour.

### d. Hotel Bellman

#### 1) Duties and Dress

Carries guest's luggage; escorts guests to

rooms; checks rooms for heat, air, bathroom supplies, writing materials, laundry bag and matches; reports anything that is missing or needs fixing; informs guests about dining room service hours; performs errands if requested; helps to clean lobby.

A uniform is required.

Employer supplies uniforms.

#### 2) Remuneration

Wage varies from \$60.00 to \$65.00 per week.

Employee may accept tips.

### e. Hotel Maid

#### 1) Duties and Dress

Makes beds; changes sheets; empties baskets, dusts, vacuums rugs, changes towels; straightens things; checks dresser drawers for forgotten articles; prepares room for next guest.

A uniform is required.

Employer supplies uniforms.

#### 2) Remuneration

Wage is approximately \$1.50 per hour.

Employee may accept tips.

### f. Linen Room Attendant

#### 1) Duties and Dress

Controls the discharge and return of linens; fills out linen request slips; stores employees' uniforms, guest supplies, cleaning materials, card tables, and special pieces of furniture such as cots or cribs; gives out room keys to house maids; has charge of lost and found items; often fills orders by telephone.

A uniform is required.

Employer supplies uniform.

#### 2) Remuneration

Wage varies from approximately \$60.00 to \$65.00 per week.

## B. FOOD SERVICE (Restaurants)

### 1. Places Contacted

a. MacDoel's

b. Holiday Inn

c. Howard Johnson's

d. Colonial House Restaurants

### 2. Specific Occupation

Bus Boy

### 3. Duties and Dress

a. Removes dirty dishes from tables, sweeps floor; changes tablecloths and napkins; keeps all condiment containers filled; empties ashtrays; might help wash dishes.

b. A white jacket and clean trousers are required.

Most companies furnish both jacket and trousers; some furnish jackets only.

### 4. Qualifications

a. A high school education is desirable. A physical examination by the family physician is required. Management does not pay for the examination.

b. See footnote, page 27.

### 5. Working Conditions and Hours

All work is done indoors. Carelessness may cause hazardous situations. Employment is available throughout the year. Employee works a split shift (10-2 and 4-8). Hours depend largely upon the management.

### 6. Remuneration

Wages vary. In some establishments the worker receives \$1.50 plus meals or \$1.75 plus one meal. Fringe benefits include: paid vacations, insurance and hospitalization.

### 7. Advancement

Opportunities for advancement are limited.

### 8. Related Occupations

#### a. Fry Cook

##### 1) Duties and Dress

Fries eggs, meats and potatoes; fixes sandwiches or salads; makes coffee, cleans griddle; might help cut and peel vegetables; washes dishes, cleans pots and pans.

A white jacket and cap is required for males. A white uniform and hair net is required for female workers.

Employer furnishes jacket and caps for the male; female employees must furnish their own uniforms.

##### 2) Remuneration

Wage varies from \$1.65 to \$3.00 per hour.

#### b. Cafeteria Service

##### 1) Duties and Dress

Fills plates, pours beverages, slices bread and cheese; prepares servings of cold cereals and

fruit; makes toast; arranges silverware on counter; checks napkin supply; checks and fills condiment containers; keeps counter and steam table clean.

A white uniform and hair net is required.

Employer supplies the uniform.

Employee supplies the hair net.

##### 2) Remuneration

Wage is approximately \$1.50 per hour.

#### c. Caterer's Helper

##### 1) Duties and Dress

Prepares vegetables; roasts meats; makes fancy canapes; fixes special desserts; packs trays in boxes on carts; loads and unloads delivery trucks; helps at parties, cleans tables; accompanies caterer; helps set tables; helps clean and put away dishes.

A white uniform is required.

Employees supply their own uniforms.

##### 2) Remuneration

Wage is approximately \$1.50 per hour.

#### d. Cook's Helper

##### 1) Duties and Dress

Peels and cuts up vegetables; puts salad on plates; prepares coffee in large urn; fills sugar bowl and cream pitchers; chops nuts for cookies and desserts; rolls out pie crust and fits into pans; cuts cheese; washes pots and pans.

A white uniform is required.

Employer supplies the uniform.

##### 2) Remuneration

Beginning wage is \$1.75 per hour.

#### e. Salad Maker

##### 1) Duties and Dress

Washes, peels and cuts fruits and vegetables; decides how each salad should be mixed or made; makes dressings for salads; keeps working area clean.

White uniform and hair net is required.

Employer supplies the uniform. Employee supplies the hair net.

##### 2) Remuneration

Wage is \$1.50 per hour plus one meal per day.

#### f. Fountain Clerk

##### 1) Duties and Dress

Knows what foods are available and where everything is; waits on customers; knows price of all dishes served; prepares short orders: hot dogs, hamburgers, assorted sandwiches, etc.; might operate a cash register; prepares sales slips; keeps working area clean; makes sodas, shakes, sundaes, etc.

A uniform is required. Men wear white coats and women wear white uniforms and aprons.

Employer supplies the uniform.

##### 2) Remuneration

Wage is approximately \$1.40 per hour.

### C. LAUNDRY

#### 1. Places Contacted

- a. Pendrick Laundry and Cleaners, Inc.
- b. Sweet Kleen Laundry Service

#### 2. Specific Occupation

Laundry Marker

#### 3. Duties and Dress

- a. Counts number of laundry items and writes number on ticket with customer's name and attaches to each bundle of laundry; writes customer's name on each piece with invisible ink or machine stamps a number on each piece; attaches a numbered safety pin to each piece; puts clothes in net bags numbered to correspond; records number of pin on customer's laundry ticket. Ways of marking clothing vary in each laundry.

b. A uniform is not required.

#### 4. Qualifications

- a. Hiring practices favor female sex.
- b. See footnote, page 27.

#### 5. Working Conditions and Hours

Work is done indoors. Carelessness may contribute to hazardous situations. Employment is available throughout the year. General work week is eight (8) hours per day, five (5) days per week.

#### 6. Remuneration

Wage is approximately \$1.50 per hour.

#### 7. Advancement

Opportunities for advancement are limited.

### 8. Related Occupations

#### a. Laundry Mender

##### 1) Duties and Dress

Darns holes in clothes, using a darning machine; sews on buttons, also using a machine.

No special uniform is required.

##### 2) Remuneration

Wage is \$1.75 per hour.

#### b. Laundry Route Driver

##### 1) Duties and Dress

Loads truck with clean clothes to be delivered that day; picks up dirty clothes from customers on his route; usually informs customer of charges for the work, writes laundry ticket for clothes; collects money at time of delivery; brings dirty clothes to laundry; keeps record of clothes collected on daily route.

No special uniform is required.

##### 2) Remuneration

Wage is a guaranteed wage of \$70.00 per week plus a commission on the customer sales.

#### c. Shirt Presser

##### 1) Duties and Dress

There are usually three workers in one area to handle one shirt. One worker machine presses collars, cuffs and sleeves; another worker presses front, back and sides of a shirt; a third worker hand irons wrinkles around the cuffs and collar and folds the shirt. These workers must work rapidly.

No special uniform is required.

##### 2) Remuneration

A wage is not guaranteed. Workers get \$.02 per shirt.

#### d. Flatwork Ironer

##### 1) Duties and Dress

Two girls handle this job. They open net bags, shake out all flat pieces and ready them for the press. Working, one on each side of the press, they send the flatwork through to be folded, then take the ticket to the folders to insure proper identification of pieces.

No special uniform is required.

##### 2) Remuneration

Wage is approximately \$1.50 per hour.

## D. DRY CLEANING

### 1. Places Contacted

- a. Cadet Dry Cleaners
- d. Dates One Hour Dry Cleaning

### 2. Specific Occupation

Dry Cleaner's Helper

### 3. Duties and Dress

- a. Sorts clothes and places them in a large machine: might pour cleaning fluid into machine. After items are clean, drains fluid out of machine. Strains dirt so fluid can be re-used. Removes clothes from machine and places them into a tumbler and then into a dryer. Checks clothes to see if they have been properly cleaned and sends clothes with spots to the spotter.
- b. A uniform is not required.

### 4. Qualifications

See footnote, page 27.

### 5. Working Conditions and Hours

Work is done indoors. Carelessness may create hazardous situations. Employment is available throughout the year. The work week is forty (40) to forty-four (44) hours. Five full days and possibly four (4) hours on Saturday morning.

### 6. Remuneration

Wages vary from \$60.00 to \$80.00 per week, time-and-a-half for overtime.

### 7. Advancement

Opportunities for advancement are limited.

### 8. Related Occupations

#### a. Garment Bagger and Folder

##### 1) Duties and Dress

Must be able to read. Removes finished garments from racks and places them in cleaning bags for dust-free protection. Staples ticket to bagged cleaning and places on racks for route drivers and customer pick-up. Checks garments for spots; folds delicate items such as knits before bagging.

A uniform is not required.

##### 2) Remuneration

Wage is approximately \$1.65 per hour.

#### b. Dyer's Helper

##### 1) Duties and Dress

Helps sort and weigh clothes to be dyed. Places clothes in dyeing machine, sets controls and watches them carefully. Might have to wash clothes before dyeing; might mix dye solution to suit type of fabric and weight of garment.

A uniform is not required.

##### 2) Remuneration

Wage is approximately \$1.50 per hour.

#### c. Spotter

##### 1) Duties and Dress

Uses special types of cleaning solutions and tools to remove difficult stains from garments.

A uniform is not required.

##### 2) Remuneration

Wage is \$3.00 per hour.

## E. DOMESTIC SERVICE

### 1. Specific Occupation

Household Aide or Maid

### 2. Duties and Dress

- a. Does daily housecleaning: making beds, vacuuming, washing dishes, etc. Cooking and/or baby-sitting may be included in the duties. Washes and waxes floors weekly. Might answer doorbell and telephone. May be asked to live in the home where employed.

- b. Some employers may require uniforms.

Employee must usually supply uniform if required.

### 3. Qualifications

- a. Female sex predominates the occupation. Household skills are necessary.

- b. See footnote, page 27.

### 4. Working Conditions and Hours

Most work is done indoors. Carelessness creates hazardous situations. Working hours vary with situations.

### 5. Remuneration

Wages vary. Earnings may range from \$50.00 to \$60.00 per week plus room and board.

### 6. Advancement.

Opportunities for advancement are limited.

### 7. Related Occupations

Day Worker

a. Duties and Dress

The day worker will probably work for several different families during the week. Duties include heavy housework such as mopping and waxing floors, polishing silver, shampooing carpeting, etc. Might do some ironing. Usually performs the same duties for each specific employer.

A uniform is not required.

b. Remuneration

Wages vary. Some employers pay by the day and include a meal and carfare. Others may pay by the hour and include a meal and carfare.

**HOSPITAL AND OTHER INSTITUTIONAL SERVICE**

1. Places Contacted

- a. Deaconess Hospital
- b. Lafayette Hospital
- c. Millard Fillmore Hospital
- d. Children's Hospital
- e. Our Lady of Victory Hospital
- f. Columbus Hospital

2. Specific Occupation

Hospital Cleaning Lady

3. Duties and Dress

- a. Mops or scrubs floors regularly; might dust and wash walls, ceilings, mirrors, etc.; polishes furniture; washes beds before new patients arrive; keeps bathrooms clean; empties and sterilizes wastebaskets; not all workers perform the same tasks.

- b. A uniform is required.

Employee must supply uniform.

4. Qualifications

- a. Some hospitals require union membership after employment.

Female sex predominates job area.

- b. See footnote, page 27.

5. Working Conditions and Hours

Work is done indoors. Carelessness creates hazardous situations. Employee works forty (40) hours per week.

6. Remuneration

- a. Wage varies from \$1.58 to \$1.80 per hour.

- b. Fringe benefits: employer pays one-half of hospitalization and health insurance; employee pays the remainder.

7. Advancement

Opportunities for advancement are limited.

8. Related Occupations

a. Dietitian's Helper

1) Duties and Dress

Duties might be any one or a combination of the following: peel and cut vegetables; slice chickens; prepare food trays for patients; load trays on serving carts; pick up empty trays and return them to kitchen; unload trays; scrape plates and stack dishes; keep all appliances clean.

A uniform is required.

Employee must supply uniform.

2) Remuneration

Wage varies from \$1.58 to \$1.80 per hour.

b. Laundress

1) Duties and Dress

Duties include: collecting and sorting laundry; loading and unloading washing machines and dryers; ironing, counting and storing laundry; distributing correct linens throughout hospital.

A uniform is required.

Employee must supply uniform.

2) Remuneration

Wage varies from \$1.58 to \$1.80 per hour.

c. Washman

1) Duties and Dress

Washes linens and other articles following prescribed methods and formulas; supervises workers in the laundry.

A uniform is required.

Employee supplies uniform.

2) Remuneration

Wage varies from \$1.97 to \$2.19 per hour.

d. Washman's Helper

1) Duties and Dress

Assist, under close supervision of washman, in washing linens and other articles.

A uniform is required.

Employee supplies uniform.

2) Remuneration

Wage varies from \$1.97 to \$2.19 per hour.

e. Nurse's Aide (female)

1) Duties and Dress

Aids patients in personal care; makes beds, cleans bedside stands and dresser drawers; checks patients' drinking water supply; helps serve food trays; might feed very ill patients; helps patients with special equipment (braces, crutches, wheelchairs.)

A uniform is required.

Employee supplies uniform.

2) Remuneration

Wage varies from \$1.97 to \$2.19 per hour.

f. Stockroom Clerk's Assistant

1) Duties and Dress

Helps take inventory of supplies in hospital storeroom; helps with orders for items needed; checks orders against bill of lading; reports broken or damaged items; records and stores items; delivers supplies when needed.

A uniform is required.

Employee supplies uniform.

2) Remuneration

Wage varies from \$1.97 to \$2.19 per hour.

g. Day Nursery Helper

1) Duties and Dress

Helps prepare materials and equipment for children; helps children hang up clothes, helps prepare meals and clean up after meals; gives general help with children.

A uniform is not required.

2) Remuneration

Wage is approximately \$1.50 per hour.

G. DEPARTMENT STORE SERVICES

1. Places Contacted

a. Wm. Hengerer Company

b. L. L. Berger, Inc.

2. Specific Occupation

Receiving Clerk's Helper

3. Duties and Dress

a. Unloads trucks; checks cartons against bill of lading; reports damaged items to receiving clerk; might use equipment to move heavy cartons; brings stock indoors.

b. A uniform is not required.

4. Qualifications

See footnote, page 27.

5. Working Conditions and Hours

Work is done in and out-of-doors. Carelessness may contribute to hazardous situations. Employment is available throughout the year. Working hours vary but most workers work straight day shifts, 7:30 A.M. to 4:00 or 4:30 P.M.

6. Remuneration

Wage is approximately \$1.50 per hour. Worker might work overtime from October through December.

7. Advancement

Opportunity for advancement is based on merit and personnel reviews.

8. Related Occupations

a. Filing Clerk

1) Duties and Dress

Alphabetizes and puts away all forms related to sales; may be assigned to other tasks.

A uniform is not required.

2) Remuneration

Wage is \$1.50 per hour.

b. Cashier

1) Duties and Dress

Knows complete operation of register including insertion of new register tapes; totals register at the end of the day; must work rapidly and make change accurately; is familiar with location of merchandise.

A uniform is not required.

2) Remuneration

Wage is \$1.50 per hour.

c. Porter

1) Duties and Dress

Work varies daily; may straighten lounge, replace light bulbs; cleans spilled or dropped items from floor; keeps mirrors and counter

tops clean; picks up paper from floor and stairways; empties trash cans; sweeps or shovels sidewalks around store; does other odd jobs as requested.

Uniform consists of a short coat with the store's name on it.

Employer supplies the coat.

2) Remuneration

Wage is \$1.50 per hour.

d. Freight Elevator Operator

1) Duties and Dress

Helps deliver supplies to different floors of the building; assists in loading office equipment and other items into the elevator; delivers packages to offices; escorts workmen to parts of the building.

Uniform consists of a jacket with the store's name on it.

Employer supplies the jacket.

2) Remuneration

Wage is \$1.50 per hour.

e. Parcel Wrapper

1) Duties and Dress

Assists customer in choosing appropriate paper and ribbon for wrapping; checks sales slip to be certain the item was purchased in the store; wraps item; might package gift in mailing carton; checks supplies on hand.

A uniform consisting of a smock may be required.

Employer supplies smock.

2) Remuneration

Wage is \$1.50 per hour.

H. MAINTENANCE \*

1. Place Contacted

Department of Sanitation, City Hall

2. Specific Occupation

Street Department Crew Worker

3. Duties and Dress

a. Must take orders from crew foreman; keeps tools and other equipment clean and ready for use; loads and unloads materials from trucks; might mix ingredients for concrete; builds forms; pours concrete and smooths mixture; helps keep curbs and streets repaired; might help dig trenches and ditches.

b. A uniform is not required. Helmet and special equipment are supplied by the city.

4. Qualifications

See footnote, page 27.

5. Working Conditions and Hours

Work is done out of doors. Carelessness may contribute to hazardous situations. Employment is available throughout the year. Employees work a forty (40) hour week.

6. Remuneration

Wage varies from \$1.50 to \$2.85 per hour.

7. Advancement

Opportunity for advancement is limited. Most employees are on a temporary basis unless the job is a Civil Service occupation.

8. Related Occupations

a. Assistant to Cemetery Grounds Keeper

1) Duties and Dress

Mows lawn and trims shrubbery; weeds around flowers and headstones; removes dead foliage and burns in incinerator; fertilizes lawn and sprays insecticide; helps prepare new graves, shovels snow; repairs headstones and buildings on grounds; guards against vandalism; locks gates at night.

A uniform is not required.

2) Remuneration

Wage is approximately \$1.75 per hour.

b. Park Worker

i) Duties and Dress

Mows and rakes lawns; weeds garden areas, clips shrubbery and waters designated areas; keeps play area clean; checks equipment and does minor repair work; keeps swimming pool free of dirt and debris; maintains skating rink in winter.

\* The job area of maintenance is generally included in many of the other job areas. Therefore, in order to avoid duplication, any similar job which has been treated in other sections will not be repeated under maintenance.

A uniform is not required.

2) Remuneration

Wage is approximately \$1.85 per hour.

c. Stadium Ground Crew Man

1) Duties and Dress

Cuts and rakes grass regularly; picks up all trash; loads it onto a truck and drives the truck to city incinerator; places hoses and sprinklers out to water field; cleans dugout; marks field for games; covers field with canvas during rain; erects and removes goalposts; shovels snow off field in winter.

A uniform is not required.

2) Remuneration

Wage is approximately \$1.65 per hour.

d. Sports Arena Clean-up Man

1) Duties and Dress

Sweeps entire section to which he is assigned; mops seats which may be sticky or greasy; mops floors; might have to clean enclosed areas under concession stands and rest rooms.

A uniform is not required.

2) Remuneration

Wage is \$1.65 per hour.

e. Window Washer

1) Duties and Dress

Washes and cleans windows inside and out for office buildings, restaurants, stores, factories, houses, schools and banks.

A uniform is not required. Work clothes are worn.

Employer supplies the work clothes.

2) Remuneration

Wage is approximately \$3.00 per hour.

f. Night Watchman

1) Patrols building at intervals; checks to see that doors, windows and gates are locked; checks furnaces and other equipment.

A uniform is not required.

2) Remuneration

Wage is approximately \$2.50 per hour.

## RELATED VOCABULARY

accordance	frequently	perform	sick time allowance
activities	fringe benefits	per hour	slack season
advancement	frosting	pertinent	sorts
alphabetize	furnish	physical examination	spatula
apprentice(ship)	general knowledge	platforms	spilled
aptitude (test)	test	polishes	split
assist	glaze	possess	sterilized
automatic scale	greases	poultry	stock
automation	group insurance	pound	straight shift
baggage	hair net	power dolly	strains
bill of lading	hauls	practices	supervise
bundle	hazard	predominates	supply
butcher	helmets	preferred	tablecloths
carelessness	hiring	pre-requisite	tape
cartons	hospitalization	properly	terminal
ceilings	icing	pulley	thermostat
cellophane	increase	qualities	time-and-a-half
chauffeur's license	industry	rack	total
circulars	ingredients	rated differential	training period
clerks	inspect	recipes	trenches
coincides	Interstate Commerce	refrigerator	trim
compensation	Commission	refurnishes	trousers
compensatory time	invisible ink	register	tumbler
concrete	items	regular	uniform
construction	jacket	regulate	union wage
conveyor belt	ketchup	reheats	utensils
cost of living	label	removes	vacuum
counter	labor	require	varied
coupons	laundry ticket	retirement	vehicle
crew	limited	rotate (shifts)	venetian blinds
cuts	maintenance	route	wage
damaged	male	sausage	weigh
decrease	management	scrapes	weight
deliver	materials	seasonal	wheelbarrow
differential (wage)	melt	seniority	wicks
ditches	membership	sex	workman
double time (wage)	merchandise	shakers	wrap
drain	merit pay (raise)	sharpen	
dull months	microphone		
earn	mileage		
employment	mold		
equipment	mustard		
errand	napkins		
evening shift	night shift		
exact	opportunities		
experience	order		
female	overseas		
figure	over-the-road		
fill	overtime		
fluid	panels		
forced layoff	patients		
foreman	patterns		
fork lift truck	pay scale		
freight	peak season		

**UNIT III**

**SKILLS CONCOMITANT TO**

**SECURING A JOB**

**UNIT III**  
**SKILLS CONCOMMITANT TO SECURING A JOB**  
**OVERVIEW**

Success in securing initial employment depends on the individual's ability to venture into an area of life with which he has had little or no practical experience. For the mentally retarded this is especially difficult as he is less able to cope with situations that require fast judgment, common sense, or complicated thought processes.

It is the purpose of this unit, therefore, to enable the mentally retarded to succeed in securing a job despite his limitations. This will be possible by familiarizing the student in the classroom with those tasks he must perform in a real-life situation in order to obtain employment.

Emphasis has been placed upon:

1. Enabling the student to use transportation facilities
2. Familiarizing the student with job applications
3. Giving the student experience with job interviews

## UNIT III

### SKILLS CONCOMITANT TO SECURING A JOB

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS	CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
I. Knowledge			
A. Transportation			
1. Public	Find the meanings of words: route, transfer, transit, travel, schedule, bus line, public transportation, etc., in the dictionary.		from work.  Discuss procedure to be followed in the event of an accident.  Show filmstrips:  TRAFFIC SAFETY EDUCATION SVE A2138  LAWS AFFECTING DRIVER SVE A2133
Bus			
a. Schedule			
b. Transit routes			
c. Transfer	Make maps of main bus routes.  Prepare and discuss a list of bus companies in the city and their use:  Niagara Frontier Greyhound Blue Bus Trailways Cottrell	B. City Geography	Construct with class, an elementary city guide for a bulletin board. Let students mark pertinent places.
2. Private	Make a list of rules for pedestrians and riders.	1. Map and street guide	
Automobile		2. Location of home (street and number)	Map routes from students' homes to various parts of the city.
a. Traffic signs	Teach use of objects and buildings as aids while traveling.	3. Location of industry	Make a list of industries which are found in the area.
b. Driver training	Obtain samples of bus schedules and learn how to use them.  Take a field trip on Greyhound or Trailways.  Use city buses to visit department stores, restaurants, or other places.  Drill street sign, traffic sign recognition.  Use driver's manual as basis, for reading lessons.  Fill out the application for a driver's permit and license.  Discuss New York State requirements for auto insurance.  Determine the cost of gas and oil while using the car to and		Have students give clear directions or map information to each other regarding job sites.  Let students play the part of a gas station attendant giving directions to tourists trying to find certain streets or buildings.
		C. Telephone Skills	
		1. Using a telephone directory	Review alphabetical order by finding various listings in phone book.
		a. Location of emergency numbers	Have class categorize items and services to learn yellow page listings.
		b. Yellow pages	Use the teletrainer to practice making appointment for interview.
		2. Dialing	

**CONTENT** **SUGGESTED ACTIVITIES AND MATERIALS**

- 3. Courtesy Construct a chart about the "Do's" and "Don'ts" while making a phone call relating to employment.
- 4. What information to request
- 5. Calling for job interview
- 6. Call for results of job interview

**II. Qualifications**

- A. High School Experience** Bring a certificate of school completion into class and explain what it will mean to both the student and the employer.
- B. Good Personal Record** Use overhead projector to display permanent record card from the office and discuss with the class the fact that an employer can request the information.  
  
Give each student a copy of his high school record of attendance. Compile a list of common excuses for school absenteeism. Determine how many days have been taken - relate this to time off a job and a smaller paycheck.
- C. Job Experience**
  - 1. School work Have former students relate how the work training program has helped them obtain full-time jobs.
  - 2. Part-time and summer work Have a personnel man from a local company explain the importance of job experience when seeking employment.
- D. Proper Mental Outlook Toward Work**
  - 1. Willingness to work Compile an interest questionnaire covering topics such as working various shifts, job training, etc.
  - 2. Knowledge of skills necessary to apply for work
  - 3. Knowledge of types of work for Take class to school shop and give them a guided opportunity to try

**CONTENT** **SUGGESTED ACTIVITIES AND MATERIALS**

which pupils are best suited their skill with various tools.

**III. Preparation for an Interview**

- A. Sufficient Rest** Discuss the consequences of lack of sleep before an interview.
- B. Good Breakfast** Discuss how a good breakfast can influence performance during an interview.
- C. Good Grooming**
  - 1. Skin List the articles for good grooming and personal hygiene and their prices.
  - 2. Teeth
  - 3. Hair Insist that grooming be an integral part of attending class.
  - 4. Nails Keep articles such as combs, emery boards or nail files in class. Keep a small mirror in class.  
  
Obtain pamphlets on care of skin and teeth.  
  
Have someone from Beauty Culture School come in and speak on personal care and demonstrate: hair shampooing, setting and styling hair, manicuring.  
  
Show filmstrips:  
  
**GROOMING FOR BOYS**  
McGraw-Hill #401-820  
  
**GROOMING FOR GIRLS**  
McGraw-Hill #402-080  
  
Plan a bulletin board centered around themes which stress cleanliness.
- D. Dress Requirements**
  - 1. Plans made in advance Present skits showing proper dress, manners and personal conduct when applying for a job.
    - a. Appropriate
    - b. Coordinated Cut out pictures from magazines of dress for various occasions.
    - c. Conservative Have a fashion show depicting dress for different occasions.

CONTENT

SUGGESTED ACTIVITIES AND MATERIALS

Discuss the selection of clothes in relation to size, color and durability.

Construct a bulletin board showing acceptable and unacceptable styles of dress.

E. Manner

1. Business-like entrance  
Dramatize situations which will require the student to make necessary introductions.
2. Care when speaking of former employer  
Have a student use a tape recorder to record interviews. Evaluate voice quality and enunciation.
3. Pleasant and cordial but not over friendly  
Arrange for a talk by a former student about his experiences at first interviews.  
  
Have an employer speak to the class concerning impressions he receives and expects to receive in an interview.

F. Self-reliance

1. Unaccompanied  
Discuss necessity for self-confidence.
2. Ability to find the employment or personnel office

G. Posture

1. Sitting and standing  
Have students observe each other. Who carries himself well? Who walks erectly and in a graceful manner?
2. Facial expression  
Discuss the importance of looking a person in the eye while speaking with him.

IV. The Interview

A. Information Covered in an Interview

1. Length of working day and week  
Have pupils take part in an employment interview, selling his strong points to employer.
2. Shift  
Let students ask friends and relatives the names given to the various shifts in their places of employment.

CONTENT

SUGGESTED ACTIVITIES AND MATERIALS

3. Pay scale  
Using hourly rate, compute salaries for different jobs.

- a. Hourly rate
- b. Salary

4. Provisions for overtime

5. Fringe benefits  
Have a speaker talk about fringe benefits to the class. Plan a bulletin board display showing what is covered by fringe benefits.

- a. Vacation
- b. Insurance
  - (1) Life
  - (2) Health
  - (3) Unemployment
- c. Profit sharing
- d. Pension plan
- e. Bonuses
- f. Clothing allowance
- g. Possibilities for advancement

Compute average cost of fringe benefits; add to pay to find out true yearly earnings. Explain "tax-free" aspects of fringe benefits.

B. Legal Documents and Forms Needed

Explain retirement benefits tied into social security and a plan independent of social security.

1. Birth certificate
2. Social security number
3. Driver's license
4. References (3)

Have students fill out typical job application forms.

Obtain copies of working papers. Let students fill out forms.

5. Working papers
6. Draft papers

Plan a display of all legal forms, documents and cards; i.e., license, social security, birth certificate, working papers, time card.

Have students obtain Social Security cards.

Ask students to compile a list of people whom they may use as references.

Show filmstrip:

THE JOB INTERVIEW  
Eye Gate #117

## RELATED VOCABULARY

### INTERVIEW

advancement  
appropriate  
benefits  
blanks  
bonus  
business  
calendar  
conditions  
conservative  
coordinated  
deduct  
department head  
dismissal  
employee  
employer  
entrance  
experience

factory  
fringe benefits  
full-time  
grooming  
hourly wages  
industry  
information  
manager  
manager's office  
newspaper  
office  
opportunity  
overtime  
part-time  
pension  
possibilities  
profit sharing

qualifications  
recommend  
references  
regular  
reliable  
retirement plan  
salary  
semi-skilled  
shift differentials  
shift work  
sick-leave  
skilled  
steady  
supervisor  
unemployed  
unskilled  
vacation

### TRANSPORTATION

accident  
Blue Bus  
bus line  
bus terminal  
car pool  
caution  
chauffeur  
Cottrell  
crossing  
curve  
direction  
driver's license  
driver's manual

emergency exit  
exit door  
Greyhound  
insurance  
intersection  
learner's permit  
Niagara Frontier  
passengers  
pedestrians  
public transportation  
right of way  
road map  
route

schedule  
signal  
street directory  
street guide  
take one (bus schedule)  
traffic  
Trailways  
transfer  
transit  
travel  
watch your step  
yield

Phrases: For emergency escape — push out window and hold.

Passengers are not permitted to stand forward of yellow line.

Please move back. Thank you.

Thank you for moving back and using center door. It helps everybody.

### APPLICATION BLANKS

address  
agency  
ages of children  
allergies  
applicant  
apprenticeship  
are you a U. S. citizen  
are you color blind  
arrested  
branch of service  
business school

certificate  
character references  
chronic disease  
college degree  
completed  
condition of health  
date available to start  
deferred  
deformities  
dependents  
disease

divorced  
do you wear glasses  
draft classification  
education  
elementary  
employed  
employment history  
engaged  
ever been arrested  
father's occupation  
former address

former employer  
general  
height  
hernia  
high school  
hobbies  
husband's name  
in case of injury notify  
indicate  
injuries  
job preference  
last physical examination  
legal papers  
length of service  
location desired  
maiden name  
mailing address  
major operation  
marital status

married  
military service  
minimum  
nature of work  
nearest of kin  
notify in emergency  
number of dependents  
occupation  
permanent address  
physical defects  
physical limitations  
physically handicapped  
position desired  
position held last  
present address  
present draft status  
present selective service classification  
previous experience

previous injury  
print  
reason for leaving  
references  
relative  
remarks  
residence  
serious illness  
signature of applicant  
single  
social security number  
spouse  
state  
telephone  
temporary work  
type of discharge  
type of work desired  
wages paid

#### TELEPHONE

area code  
classified  
coin return  
collect call  
courtesy  
dial tone  
directories - out of town  
directories - personal

directory  
emergency numbers  
hang up  
information  
intercom  
local calls  
long distance  
message

operator  
outside call  
person-to-person call  
please  
receiver  
switchboard  
wrong number  
yellow pages service

**UNIT IV**

**SEEKING EMPLOYMENT**

**UNIT IV**  
**SEEKING EMPLOYMENT**  
**OVERVIEW**

Securing employment is difficult even for those who do not have the problem of retardation. Possibilities are rapidly exhausted and discouragement comes easily. The retarded student, therefore, must be taught to pursue job leads in a logical, systematic order. He must also be taught to seek counsel through various agencies if he is unable to secure employment himself.

Material in this unit has been prepared to aid the student psychologically as well as informationally for the process of securing a job.

Emphasis has been placed upon:

1. Becoming familiar with employment agencies both public and private.
2. Utilizing other job leads such as the classified ads.
3. Developing knowledge and ability to use required legal papers.
4. Seeking counsel from the Division of Vocational Rehabilitation and its supportive agencies.

## UNIT IV

### SEEKING EMPLOYMENT

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS	CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
I. Seeking Employment			
A. Assistance from Friends, Relatives, Teachers		e. Forms	Practice filling out typical forms.
1. Family business	List student suggested jobs on chalkboard. Discuss capabilities, qualifications and acceptance.	f. Interview	
2. Tips on job opportunities		g. Locating agencies	Invite representatives from agencies to discuss services offered.
3. Union membership		h. Traveling to agencies	
B. Employment Agencies		3. Community Service Organizations	Visit employment and rehabilitation agencies.
1. Public - New York State Employment Office	Have speaker from New York State Employment Office acquaint students with services available to them at the Division of Vocational Rehabilitation.	a. Youth Opportunity Center	
a. Services		b. Urban League	
b. Procedures at office		c. Catholic Charities	
(1) Reporting to information desk, etc.	Have students report on experiences at New York State Employment office.	d. Jewish Family Service	
(2) Request application	Let pupils locate employment office on maps and trace bus route from their homes and/or school to the office.	(1) Services offered	
c. Forms		(2) Limitations (if any)	
d. Interviews		e. Specialized groups	
e. Locations		4. Rehabilitation Agencies	
f. Traveling to agency	Take a trip to the New York State Employment Office.	a. Division of Vocational Rehabilitation	
2. Private Agencies	Have simulated interviews to provide opportunity for pupils to practice questioning and answering in an interview situation.	(1) Qualifications for service	
a. Licensed		(2) How to apply	
b. Services		(3) Forms	
c. Commissions payable	Discuss service offered, through private agencies, what constitutes a reasonable fee, and how fee is collected.	(4) Location(s)	
d. Procedures at agency		(5) Transportation	
		b. Manpower Development and Training Center	
		c. Job Education Training	
		C. Classified Want Ads	Read some ads and have class decide whether or not they may apply for the job listed.

**SUGGESTED ACTIVITIES  
AND MATERIALS**

**CONTENT**

- |   |  |
|---|--|
| <p>1. Types of publications<br/>             a. Daily<br/>             b. Weekly</p>                            | <p>Distribute mimeograph sheet with samples of classified ads and prepare questions based on these ads.</p>  |
| <p>2. Location in newspaper</p>   |  |
| <p>3. Reading and understanding ads</p>   | <p>Prepare individual cards of various employment ad clippings; let students select one of their choice and write a letter of application.</p> <p>Have students bring in copies of any neighborhood newspapers. Make a display of these publications.</p> <p>Survey class to see if any students have had any unfavorable experiences answering ads of any kind. Discuss.</p> <p>Have students make up their own "Help Wanted" ads, stating specific qualifications and hours.</p> |
| <p>4. Investigate ads<br/>             a. Telephone<br/>             b. Letter<br/>             c. Personal</p> | <p>Use teletrainer to practice use of telephone for investigating job ads.</p> <p>Have students practice making personal inquiries into ads. Use tape recorder.</p>  |
| <p>D. Investigating Job Areas (Pavement pouring)</p>  |  |
| <p>1. Jobs available in specific industries and businesses</p>  | <p>Review Unit II - Job Analysis.</p>  |
| <p>2. Addresses of employment offices, businesses and industries (Personnel offices)</p>                        | <p>Use telephone directory to look up addresses of employment offices of businesses and industries.</p>  |
| <p>3. Typical application forms</p>   | <p>Practice filling out application forms.</p> <p>Try to obtain a part-time job by following various job leads.</p> <p>Make and keep a running file of addresses and phone numbers of places to contact.</p>   |

## RELATED VOCABULARY

abbreviation	favorable	publication
accept	form	qualification
ad	fringe	qualify
advertisement	holiday	questionnaire
agency	hospitalization	rate
agent	identification	register
analysis	identify	rehabilitation
application	individual	relative
apply	industry	remuneration
appoint	information	reply
appointment	inquire	report
article	interest	represent
available	interview	representative
benefits	investigate	required
birth certificate	Jewish Family Service	route
business	license	salary
Catholic Charities	local	section
classified	location	secure
classify	membership	seek
column	necessary	services
commission	obtain	signature
community	offer	situation wanted
connection	opportunity	social security
contact	pay	sponsored
division	payable	steady
Division of Vocational Rehabilitation	payment	temporary
duplicate	permanent	tips
earnings	personal	trainee
employ	personnel	training
employee	physical	typical
employer	position	union
employment	preferred	Urban League
essential	private	vacation
evaluate	procedure	vicinity
excellent	program	wage
experience	public	Youth Opportunity Center

**UNIT V**

**HOLDING A JOB**

## UNIT V

### HOLDING A JOB

#### OVERVIEW

The purpose of this unit is to develop in the student a thorough knowledge of the proper aptitudes and attitudes necessary to maintain a job. This will be accomplished by instilling an understanding of the personality traits that society deems most desirable to insure successful employment.

The student must also be acquainted with those actions which may serve as a detriment to his job. He must be helped to understand the causes and results of such actions in order to attempt to eliminate them.

Emphasis has been placed upon:

1. Explaining to the student why he must adhere to the dictates of proper employer-employee relationships.
2. Developing in the student a desire for relations based on mutual respect and cooperation with all people.
3. Cultivating skills such as self-control that will insure the student continued employment.

**UNIT V**  
**HOLDING A JOB**

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS	CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
I. Attitudes and Aptitudes Needed to Hold a Job			
A. Attitudes			
1. Employer-employee	Devise a non-cooperative situation in which students set up a car washing committee to raise funds for a class picnic.	property of others	
a. Cooperation	Discuss actions of individuals in the group.  Show filmstrips:  WHY SHOULD I CARE HOW HE FEELS? FOM #329  BELONGING TO A CROWD AND THE WAY WE INFLUENCE OTHERS SVE #F775 SBR  COPING WITH AUTHORITY FOM #371  ETIQUETTE SMOOTHES THE WAY FOM #372  Take students to the Hotel Statler to observe how employees must cooperate with the employer to insure the success of the business operation.	f. Promptness	Make a model of a time clock and illustrate its use.
		(1) Proper use of time clock	
		(2) Reporting to boss or supervisor	Set up a discussion on the importance of reporting on time, building up a good record, lost money in docked wages, and the danger of rushing in at the last minute.
		(3) Arriving at work station on time	
		(4) Notifying employer in advance of tardiness	Figure out loss to worker in docked wages due to fifteen (15) minutes lateness each day for a week.
			Use teletrainer provided by New York Telephone Company and have students call to notify in advance of tardiness.
b. Accepting criticism	Set up a role playing situation in the class where the group will be criticized by an individual. The individual must be prepared before class. A discussion will follow the role playing.	g. Initiative	
		(1) Doing things without being told	Previous to a fire drill, set up a barrier at classroom exit. Have students use initiative to safely leave classroom by removing or bypassing this obstruction.
		(2) Willingness to undertake new tasks	Teacher states that janitors are going on strike. Each classroom will be held responsible for its own upkeep. Ask for student volunteers to perform necessary duties.
		(3) Ability to correct own mistakes	
c. Willingness to compromise	Discuss situation in which two workers both need to use the same machine at the same time and why compromise is necessary.	h. Honesty	
		(1) Giving a day's work for a day's pay	Discuss theft and its relation to an honest day's work for an honest day's pay.
d. Courtesy and helpfulness			
e. Respecting rights and			

**CONTENT** **SUGGESTED ACTIVITIES AND MATERIALS**

- (2) Being trustworthy with money, tools and materials
 

Compute cost to candy factory if each of the three hundred and fifty (350) employees takes ten cents (10¢) worth of candy every day for a month.

Have a policeman tell the class about boys he has known and how crime has hurt their lives.

Explain to class how past record of theft may prevent one from being bonded and obtaining employment.

Discuss the relationship between taking care of school books and taking care of tools on the job.
- i. Interest
  - (1) Seeking ways of improving the job
 

Place a suggestion box in the room. Explain its purpose. Read suggestions aloud for class to evaluate.
  - (2) Conserving time and protecting equipment
- j. Dependability
  - (1) Being at work every day
 

Have a speaker from local industry relate problems caused by employees not being dependable.
  - (2) Completing jobs in acceptable manner
 

Begin a bulletin board on an interesting topic and stop just before completion. When the students comment on this, use it as a means to discuss the importance of completing a job.
- k. Attentiveness
  - (1) Listening to directions
 

Read a set of simple directions for a test in a clear, normal voice. See if pupils can follow these directions.
  - (2) Following directions
 

Have pupils read a set of directions and see if they can follow them.

Discuss the importance of being able to listen to, accept and follow directions.

**CONTENT** **SUGGESTED ACTIVITIES AND MATERIALS**

- 1. Acceptance
  - (1) Accepting limitation of self and others
 

Discuss the meaning of "personal limitation" and the way in which it affects our opinions of others. Emphasize that we must be tolerant of others. Discuss proper behavior and attitude toward handicapped individuals.
  - (2) Adapting to changing situations
 

Show filmstrips:

ACCEPTANCE AND DIFFERENCE  
SVE #A777-3

ON BEING DIFFERENT  
FOM #366

ARE YOU ADAPTABLE  
FOM #322
- m. Confidence
 

Discuss a situation in which employee does not feel confident in the job he is doing. Compare this to the employee who is confident in the worthwhileness of his efforts.
- 2. Employer - employee
  - a. Friendliness
    - (1) Making others feel at ease
 

Set up a skit in which pupils clearly show the difference between laughing at someone and laughing with someone. Emphasize that what the victim does in a situation greatly determines what the group will do.
    - (2) Accepting advice
    - (3) Showing appreciation
 

Discuss the importance of choosing friends wisely and that to keep a friend, one must be a friend.
    - (4) Demonstrating capacity for empathy
  - b. Sense of humor

**CONTENT**

**SUGGESTED ACTIVITIES  
AND MATERIALS**

- (1) Helping to avoid friction
  - (2) Enjoying the lighter side of life
- Choose a topic which has current appeal to the students and which also is somewhat controversial. Ask for two volunteers to prepare and debate the issue. The object is to get the opposing sides to consider the point of view even if it is not personally acceptable.

Have class share anecdote or amusing instances in their lives.

**c. Cooperation**

- (1) Sharing knowledge and experience
  - (2) Abiding by rules and regulations
  - (3) Showing consideration for others
- Discuss with the class the importance of listening to the views and opinions of others as a matter of respect and courtesy. Listening to another's viewpoint does not mean you accept it. It simply means that you are fair and considerate of others.
- Have students keep a personal evaluation checklist to see how well each follows school and class rules.
- Illustrate mathematically how the work load of a group is increased when one member is missing.

Example: If it takes two men four hours to build a shed, how long will it take one man to build the same shed?

Show filmstrip:

**ARE YOU AN INTERESTING PERSON?**  
FOM #310

**B. Aptitudes**

**1. Physical**

Put on a radio show with students reading characterizations. Tape record. Replay to see how well characterizations were conveyed.

**a. Voice**

- (1) Tone
- (2) Volume

Use a tape recorder to indicate to each student what his or her voice sounds like. Allow each student to speak into the machine and then, after pointing out the good points of proper speech, replay

**CONTENT**

**SUGGESTED ACTIVITIES  
AND MATERIALS**

the tape and encourage each student to comment on his efforts.

Read a sentence or two very loudly but not clearly enough. Ask the students to repeat it and check them for comprehension. Then read the same sentence, but project your voice, enunciating each word clearly. Check student's comprehension.

**2. Emotional**

**a. Temper**

Present a skit in which employee loses temper with boss and is fired. Have class devise better way to handle same situation.

Students relate and teacher lists on board ways to control temper:

- 1. Take a walk
- 2. Talk it out
- 3. Clean house
- 4. Shovel snow
- 5. Cut lawn

Show filmstrips:

**NEEDS, SATISFACTION,  
AND GOALS**  
FOM #360

**IDEAL TO LIVE BY**  
FOM #364

**DO YOU WIN ARGUMENTS  
AND LOSE FRIENDS?**  
FOM #316

Show film:

**DON'T GET ANGRY**  
Encyclopedia Britannica

Make a bulletin board using the old statement, "I saw red." Select a picture of a street intersection or a job scene and place it on the bulletin board. Cover it with a sheet of red acetate to show students how one's vision is impaired by anger.

**b. Stability in an emergency**

Ask a member of the fire department to come into the classroom to discuss the importance of remaining calm in an emergency.

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
	Present skits to illustrate how a person should act in various emergencies such as: car accident, home fire, injured child, someone fainting.
c. Tact	Define and illustrate tact using questionnaire as a vehicle.  Example: 1. Would you comment on your boss's tardiness? 2. Should you laugh at another person's name? 3. Is it right to ridicule another's appearance?
d. Patience	Discuss patience related to finishing a job at school or at work.
<b>II. Undesirable Behavior</b>	
A. Playing Practical Jokes	Present skits to show the danger of practical jokes. Discuss possibility of physical harm and liability suits.
B. Bragging	Discuss what bragging is. Why do people brag? How could bragging be detrimental to keeping a job?
C. Being Overly Familiar	Use a questionnaire with examples such as:  1. Would you address your boss by his first name? 2. Would you invite your boss to have a beer with you? 3. Would you sit on your teacher's desk while talking to him?
D. Talking Too Much	Construct a bulletin board with a caricature depicting a blabber mouth. Suggested captions to be written next to the drawing are: Wastes Time, Cuts Down Production, Annoys Fellow Workers, Helps Cause Mistakes, Is Disturbing, Could Cause Accidents.
E. Criticizing Others	Show film.  <b>HOW CAN I UNDERSTAND OTHER PEOPLE?</b> <b>FOM #305</b>

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
	Discuss differences between constructive and destructive criticism.
F. Bluffing Through a Job	Discuss dangers of bluffing through a job; embarrassment, physical harm, being fired.

## RELATED VOCABULARY

abide  
ability  
adaptable  
advice  
angry  
appreciation  
aptitude  
attentiveness  
attitude  
authority  
avoid  
behavior  
belong  
bluff  
brag  
calmness  
clock  
complain  
complete  
compromise  
confidence  
conserve  
consideration  
cooperation  
cope  
criticize  
dependability  
dependable  
detrimental  
different  
disagree  
discharge  
dislike  
disturb  
dock  
don't  
doubt  
early  
easily  
efficient

effort  
embarrass  
emergency  
emotions  
empathy  
employee  
employer  
employment  
enter  
entrance  
equipment  
errand  
everybody  
everyone  
everything  
everywhere  
excite  
excuse  
exit  
experience  
fellow  
fired  
follow  
forget  
friend  
friendly  
grumble  
guard  
halt  
honesty  
hour  
job  
join  
key  
know  
labor  
leader  
leave  
loiter  
loitering

lose  
loud  
lunch  
machine  
machinery  
mistake  
obey  
office  
officer  
order  
owner  
prompt  
promptness  
property  
quarrel  
regulations  
report  
responsible  
rules  
safe  
safety  
schedule  
scold  
security  
signature  
tardiness  
tardy  
telephone  
temper  
theft  
understand  
violate  
violation  
willing  
withhold  
work  
worker  
wrong  
yes  
yesterday

**UNIT VI**  
**RELATIONSHIPS**  
**WITH**  
**LABOR ORGANIZATIONS**

66/67

## UNIT VI

### RELATIONSHIPS WITH LABOR ORGANIZATIONS

#### OVERVIEW

New labor laws are frequently being formulated and passed by Congress. These, along with existing laws, are interpreted by both management and labor to form the basis for a workable contract with each side striving to better its position in wages and working conditions.

It would be almost impossible for the retarded to keep abreast of new developments in this area. They can, however, have a working knowledge of how a union serves them and how to obtain maximum benefit from the labor union.

Emphasis has been placed upon:

1. Acquainting the student with the different types of unions.
2. Presenting ways and means of obtaining union membership.
3. Providing information about advantages and disadvantages of union membership.
4. Pointing out the individual's duties and responsibilities as a union member.

## UNIT VI

### RELATIONSHIPS WITH LABOR ORGANIZATIONS

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS	CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
I. Unions			Compute a weekly pay at hourly rates of early factory workers.
A. Background Information		3. Major union organizations	
1. Definition	Place the following words on the chalkboard and tell the students to look up their meanings: union, unity, amalgamation, incorporation, contract.  Explain to the students that these words are found in the names of various unions and all have the same meanings. "Union" simply means workers united in a common cause.	a. AFL-CIO	Construct a chart depicting important similarities and differences between AFL-CIO and Independent Unions.
		b. Independent	
2. Why labor is organized	Plan a trip into the past. Teacher tries to project students into a factory atmosphere in the 1930's using the following working conditions to illustrate the point: working 56 hours at \$.50 per hour, operating a machine that is dangerous, improper ventilation and lighting, production quota impossible to meet.  Present questions such as:  Would you be happy in this situation? Would there be any way out of the situation? If circumstances forced you to stay, could you alone do anything to change the situation?  Have each student prepare an experience chart depicting the theme: Why Labor Organized, i.e., shorter hours, better pay, better working conditions. After charts are displayed, have class vote on which chart is the most effective.  Obtain pictures depicting early working conditions. (Historical Society)  Compare, mathematically, wages to working hours for both past and present.	B. Ways To Secure Membership	
		1. Relatives	Fill out application blanks for membership.
		2. Friends	
		3. Shop teachers	Request a union representative to speak about how to secure membership in a union.
		4. Employer	
		C. Types of Shops	
		1. Open	Have students question friends and relatives as to type of shop in which they work. Compare and contrast.
		Employer may hire anyone and new employee need not join a union.	Discuss advantages and disadvantages of working in each type of shop.
		2. Closed	
		Employer may hire none but union members. Union determines who may be hired.	
		3. Union	
		Employer may hire anyone he wants, but each newly hired employee must join the union	

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
within a specified time or lose his job.	
<b>D. Membership Benefits</b>	
1. Shorter work week	Use individual worker's time card showing hours worked and rate of pay to compute wages for one day. Keep time record for one week and compute gross salary.
2. Health and safety program	
3. Vacations	Request speaker from the Labor College to give the class information pertinent to their needs. Prepare with class, in advance, questions which they may wish to have answered.
4. Collective bargaining	
5. Grievance procedure	Make a chart demonstrating grievance channels.
6. Insurance	
7. Pension plan	Compute union contribution to pension plan.
8. Wage scales	
a. Rates and pay differentials	
b. Overtime pay	
c. Guaranteed wages	
9. Union operated enterprises	
a. Medical centers	Visit a medical center operated by the union.
b. Schools	
c. Loans	Compute difference in interest rates between loans obtained from a bank and loans obtained from the union.
<b>E. Membership Responsibilities</b>	
1. Attendance at meetings	Using parliamentary procedure, have a student conduct a union election.
2. Participation in union activities	Discuss reasons for abiding by union regulations.

CONTENT	SUGGESTED ACTIVITIES AND MATERIALS
3. Abiding by union regulations	Have students collect material from newspapers and magazines concerning current strikes. Discuss good and bad.
a. Strike	
b. Picket	
<b>F. Ways to Meet Union Requirements</b>	
1. Schooling	Request a speaker from the New York State Labor Department to address the class on its apprenticeship program.
2. On the job training	
a. Apprentice	
b. Journeyman	
c. Master	
<b>G. Financial Support</b>	
1. Initiation fees	Compute the amount of salary paid toward union dues.
a. Cash	
b. Time payments	
2. Collection of dues	Make a student "shop steward" and have him collect dues for a party, etc., using union procedure, i.e., checkoff.
a. Shop steward	
b. Dues checkoff	Show, using opaque projector, a sample union dues card obtained from local union office.
	Have students make the same card and then have them fill in and compute cost of dues weekly, monthly, and yearly.

## RELATED VOCABULARY

American Federation of Labor  
(AFL)  
antitrust law  
apprentice (ship)  
arbitrate  
blacklist  
boycott  
closed shop  
collective bargaining  
conciliation  
Congress of Industrial  
Organization (CIO)  
conspiracy  
convention  
crafts  
definition  
differential  
dues check-off  
employee  
employer  
featherbedding  
fringe benefits  
garment

grievance  
guaranteed wages  
guilds  
hire  
independent  
industry  
initiation  
injunction  
journeyman  
kickback  
knowledge  
labor  
leader  
lock-out  
major  
mass production  
master  
mediate  
member  
minimum  
negotiate  
open shop  
organize

over-time pay  
pension  
picket  
procedure  
reference  
relationship  
relative  
representative  
scab  
scholarship  
seniority rights  
shop steward  
skilled  
social security  
specify  
sponsor  
standard of living  
unemployment  
union  
union label  
union ship  
wage scale  
welfare