Supported Employment Tasks
(Office)

- Maintain paper levels in printers, fax machines, and photocopiers
- Mail duties: sorting, opening, date stamping, delivery
- Scan documents: convert hardcopies to electronic
- Box up documents for archival storage
- Stock and maintain office supply cabinets
- Collate materials/assemble packets
- Photocopying
- Recycling: pick up, sorting, removal
- Courier, pick up/deliver packages, files, paperwork, etc...
- Basic filing
- Basic data entry
- Sort and match documents (forms, paperwork)
- Fold documents, stuff envelopes, prep outgoing mail
- Shred confidential documents
- Labeling packages, mail, other documents
- Hole punching reports/documents, placing in binders
- Set up conference rooms for meetings – maintain supplies, clean white boards
- Keep supplies stocked in kitchen
- Watering plants/Dust artificial plants