



## CAREER & TECHNICAL EDUCATION AREA



### Weekly Work Time Sheet

Week of: August 1-August 7

Student Name: Jane Doe

Job Site Location: McDonalds

Supervisor Name: Johnny Apple

\*\*\*All boxes must be filled out to receive full credit for assignment. In comments, provide something interesting that happened, something you learned, were proud of, something you could have done better or perhaps why you were not there. Comments should be in all boxes on days that you worked! This sheet will be due on Sunday the last day of work week by 8 p.m. I will deduct points for late work and incomplete forms.

Work Days	IN	OUT	IN	OUT	WORK COMPLETED
Monday	12:00	4:00	4:30	7:00	Worked Cashier and worked drive thru. 30 min lunch
Tuesday	Off	Off	Off	Off	Day Off
Wednesday	12:00	2:00	2:15	4:00	Worked front Dining and covered breaks on Cashier. 15 min break
Thursday	12:00	2:00	2:15	4:00	Worked Cashier and worked drive thru. 15 min break
Friday	12:00	2:00	2:15	4:00	Worked grill and washed dishes. 15 min break
Saturday	Off	Off	Off	Off	Day Off
Sunday	Off	Off	Off	Off	Day Off
Total Hours Worked for the Week =18.50					

Concerns or Safety Issues: no safety issues. Concerns: Spoke with my supervisor; He only had me scheduled for 7 hours next week. I requested that I have at least 15 hours for my WBL class.

Other Comments: