

## Funeral Service Essential Functions

The Americans with Disabilities Act (ADA) prohibits discrimination of persons with disabilities. In keeping with this law, MATC makes every effort to insure quality education for all students. It is our obligation to inform students of the essential functions necessary for this program and occupation.

Students requiring accommodation and/or special services to meet the essential functions of the program should contact the MATC Student Accommodation Services at any MATC campus.

The following physical, cognitive and environmental performance standards are encountered by students in this program.

### ESSENTIAL FUNCTIONS

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
<b>SPEECH</b>							
Speak English with Clarity				X	X	X	
Communicate in English with Clarity				X	X	X	
<b>HEARING</b>							
Conversation				X	X	X	
Telephone				X	X	X	
<b>SIGHT</b>							
Natural or Corrected				X	X	X	
Depth Perception				X	X	X	
Color Vision				X	X	X	
<b>LIFTING WEIGHT OF OBJECTS</b>							
10 lbs. Max.				X	X	X	
20 lbs. max (10 lbs. frequent)				X	X	X	
50 lbs. max (25 lbs. frequent)				X	X	X	
100 lbs. max (50 lbs. frequent)				X	X	X	
<b>PUSHING/PULLING</b>							
10 lbs. max.				X	X	X	
20 lbs. max (10 lbs. frequent)				X	X	X	
50 lbs. max (25 lbs. frequent)				X	X	X	
100 lbs. max. (25 lbs. frequent)				X	X	X	
<b>MOBILITY</b> using each extremity (right and left) as applicable							
Standing				X	X	X	
Move about facility				X	X	X	
Bending				X	X	X	
Crawling		X				X	
Crouching			X		X	X	
Body Rotation				X	X	X	
Running		X					X

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Walking (forward, backward, and sideways)				X	X	X	
Climbing				X	X	X	
Stairs with rail				X	X	X	
Step stools		X				X	
<b>BALANCE</b>							
Maintains single limb support right and left LE with eyes open for 30 seconds each LE		X					X
Reaches forward 6" in 2 leg standing without loss of balance			X			X	
<b>MOVEMENT TRANSITIONS</b>							
Supine to/from standing Position		X					X
Supine to/from sitting position		X					X
Sitting to from/standing position				X	X	X	
Kneeling on floor to/from standing position		X			X		X
Squatting to/from standing position		X			X		X
<b>REACHING</b> using each extremity (right and left) as applicable							
Overhead				X	X	X	
In front of Body				X	X	X	
Down				X	X	X	
<b>GRASPING</b>							
Overhead				X	X	X	
In front of Body				X	X	X	
Down				X	X	X	
<b>SITTING</b>			X		X	X	
<b>SMELLING</b>			X		X	X	
<b>TASTING</b>		X					X
<b>FINE MOTOR CONTROL</b> (working with small objects and using each hand (right and left))							
Hands				X	X	X	
Fingers/Tactile Sense (the ability to feel when touching)				X	X	X	
Wrist				X	X	X	
<b>COORDINATION</b>							
Eye/Hand with both hands/arms				X	X	X	
Eye/Hand/Foot with both hands/arms/feet				X	X	X	
<b>ALLERGIES/SENSITIVITIES</b>							
Tolerance to Latex				X	X	X	
Tolerance to Bee stings		X					X
Tolerance to Pollen			X		X		X

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						Yes	No
<b>COGNITIVE/MENTAL FACTORS</b>							
<b>REASONING</b>							
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions				X	X	X	
Interpret instructions Furnished in oral, written, diagrammatic, or schedule form				X	X	X	
Deal with problems varying from standard situations				X	X	X	
Carry out simple to complex writing and oral instructions				X	X	X	
Carry out at least one or two step instructions				X	X	X	
Ability to perform complex or varied tasks				X	X	X	
Ability to make generalizations, evaluations or decisions without immediate supervision				X	X	X	
<b>MATHEMATICS</b>							
Complex skills – algebra		X				X	
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements				X	X	X	
<b>READING</b>							
Complex skills – comprehend medical records, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings				X	X	X	
<b>WRITING</b>							
Complex skills – prepare medical documentation, report summaries using prescribed format and conforming to all rules of punctuation, spelling, grammar, diction and style				X	X	X	
<b>PERCEPTION</b>							
Spatial – ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.			X		X	X	

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						Yes	No
Form – ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line				X	X	X	
<b>CLERICAL</b>							
Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation.				X	X	X	
<b>DATA</b>							
Synthesizing			X			X	
Coordinating				X	X	X	
Analyzing				X	X	X	
Compiling				X	X	X	
Computing				X	X	X	
Copying				X	X	X	
Comparing				X	X	X	
<b>PERSONAL TRAITS</b>							
Ability to comprehend and follow instructions				X	X	X	
Ability to perform simple and repetitive tasks				X	X	X	
Ability to maintain a work pace appropriate to a given work load				X	X	X	
Ability to relate to other people beyond giving and receiving instructions				X	X	X	
Ability to influence people				X	X	X	
Ability to accept and carry out responsibility for direction, control and planning				X	X	X	
<b>ENVIRONMENTAL FACTORS</b>							
Work indoors				X	X	X	
Work outdoors				X	X	X	
Exposure to extreme hot or cold temp		X				X	
Working at unprotected heights		X					X
Being around moving machinery		X				X	
Exposure to marked changes in temperature/humidity		X				X	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles (aerosol spray from equipment)				X	X	X	

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Exposure to toxic or caustic chemicals				X	X	X	
Exposure to excessive noises		X					X
Exposure to radiation or electrical energy		X					X
Exposure to solvents, grease, or oils		X				X	
Exposure to slippery or uneven walking surfaces		X				X	
Working in confined spaces		X				X	
Using computer monitor				X	X	X	
Exposure to vibration		X					X
Works alone				X	X	X	
Works around others				X	X	X	
Works with others				X	X	X	
Exposure to Blood and other potentially infectious materials (OPIM)				X	X	X	
<b>SAFETY EQUIPMENT (REQUIRED TO WEAR)</b>							
Safety glasses			X			X	
Face mask/face shield			X			X	
Ear plugs		X					X
Hard Hat		X					X
Protective clothing				X	X	X	
Protective gloves				X	X	X	