

JOB DESCRIPTIONS

This list contains descriptions of jobs that are most common amongst our clients.

- Accounting Clerk
- Administrative
- Auto Body Repair Person
- Auto Mechanic
- Baker
- Bartender
- Bellhop / Porter
- Bookkeeper
- Building Maintenance
- Busperson
- Camp Counsellor
- Cashier
- Casino Dealer
- Child Care Worker / Nanny
- Clerical
- Counter Person
- Customer Service
- Delivery Driver
- Dieticians & Nutritionists
- Dining Room Attendant
- Dishwasher
- Drywall Installer
- Electrical Assembler
- Esthetician
- Fitness Instructor
- Floor Covering Installer
- Front Desk Clerk
- Gas Station Attendant
- General Labourer
- Greenhouse Worker
- Grocery Clerk/Stock Person
- Guest Services Attendant
- Hairstylist
- Health Care Aide
- Host/Hostess
- Housekeeper
- Houseperson
- Kitchen Helper/Assistant
- Landscaper/Grounds Keeper
- Laundry
- Lifeguard
- Light Duty Cleaner
- Machine Operator
- Mail Clerk
- Newspaper Carrier
- Night Auditor
- Painter
- Pizza Maker
- Prep Cook/Cook
- Purchasing Clerk
- Receptionist/Clerk-Hotel
- Reservations Agent
- Ride Operator - Amusement
- Roofer
- Room Service Attendant
- Sales Clerk
- School Bus Driver
- Security Guard
- Server
- Shipper/Receiver
- Short Order Cook
- Teacher's Assistant
- Telemarketer
- Teller
- Tour Guide
- Truck Driver/Delivery Person
- Valet Driver
- Volunteer Assistant (elderly)
- Volunteer (companion)
- Waitress/Waiter
- Warehouse Worker
- Welder's Assistant

Newly Added

- Construction trades helpers & labourers
- Other trade helpers & labourers

ACCOUNTING CLERK

- Calculated, prepared, and issued bills, invoices, account statements, and other financial statements according to established procedures, using manual and computerized systems
- Processed, verified, and balanced financial records payable and receivable, and entered data into ledger or computerized system
- Compiled budget data and documents based on estimated revenue and expenses and previous budgets
- Calculated costs of materials, overhead, and other expenses based on estimates, quotations, and price lists
- Performed related clerical duties, such as, maintaining filing and record systems, completing reports, and answering client inquiries

ADMINISTRATIVE

- Typed correspondence, reports, minutes, invoices, and related material
- Opened and distributed incoming mail and other material
- Scheduled and confirmed employers appointments and meetings
- Answered telephone inquiries and relayed telephone calls
- Greeted visitors, ascertained nature of business and directed visitors to employer or appropriate person
- Prepared routine correspondence and compiled data, statistics, and other information
- Completed insurance and other claim forms
- Ordered supplies and maintained inventory
- Called prospective customers to explain type of service offered
- Recorded names, addresses, purchases, and reactions of prospects solicited
- Referred orders to other workers for filing
- Maintained close personal contact with supervisor and regional manager
- Established a business setting up marketing publicity
- Developed logo and information packages
- Developed and implemented children's activities per program schedule
- Completed supplies and services within a specific budget
- Received merchandise from distributors and verified shipment
- Kept inventory and replenished stock
- Completed documentation using a variety of software programs including; Word, Excel...
- Working knowledge of computers including; keyboarding skills, database programs, windows applications, and word-processing programs
- Completed sales transactions with cash, debit, and credit
- Monitored the sales representatives for call quality
- Role modeled customer service sales techniques

AUTO BODY REPAIR PERSON

- Reviewed damage reports and made estimates of repair costs
- Hammered out dents, buckles, and other defects using blocks and hammers
- Removed damaged fenders, panels, and grills using wrenches and cutting torches
- Applied primers and repainted surfaces using a brush or spray gun
- Filed, grinded, and sanded body surfaces using hand and power tools
- Realigned parts using electronic equipment
- Assisted with installing new parts onto damaged cars
- Prepared cars for painting

AUTO MECHANIC

- Reviewed work orders and discussed work with supervisor
- Inspected motors in operation, and tested automotive systems and components
- Prepared testing devices to diagnose and isolate faults
- Repaired and replaced fuel, brake, steering, and suspension systems
- Repaired and replaced transmissions, differentials, drive axels, and shafts
- Repaired and replaced emission control and exhaust systems, engines, and electrical cooling and climate control systems using hand and other specialized automotive repair equipment
- Tested and adjusted repaired systems
- Performed scheduled maintenance services such as oil changes, lubrications, and tune ups
- Advised customers on work performed, general vehicles conditions, maintenance, and future repairs

BAKER

- Prepared dough for pies, bread, rolls, and sweet goods
- Prepared batter for muffins, cookies, and cakes according to recipes or special customer orders
- Baked mixed dough and batters
- Frosted and decorated cakes and other baked goods

BARTENDER

- Took beverage orders from serving staff or directly from patrons
- Mixed liquor, prepared soft drinks, water, wine, draft, or bottled beer and non-alcoholic beverages for food and beverage servers or serving directly to patrons
- Collected payment for beverage and recorded sales
- Maintained inventory and controlled bar stock and ordered supplies
- Cleaned bar area and washed glassware
- Supervised other bartenders and bar staff

BELLHOP / PORTER

- Escort incoming guests to their rooms, check rooms to ensure they are in order
- Offer information regarding features of rooms, services of hotel and points of interest
- Assist guests with special needs
- Attend to group arrivals and departures
- Receive and deliver items and messages for guests, handle any guest complaints and requests
- Carry baggage and deliver to guests' rooms

BOOKKEEPER

- Kept financial records and established, maintained, and balanced various accounts using manual and computerized bookkeeping systems
- Posted journal entries and reconciled accounts, prepared trial balance of books, maintained general ledgers, and prepared financial statements
- Calculated and prepared cheques for payrolls and utility, tax, and other bills
- Completed and submitted tax remittance forms, workers' compensation forms, pension contribution forms, and other government documents
- Prepared tax returns and performed other personal bookkeeping services
- Prepared other statistical, financial, and accounting reports

BUILDING MAINTENANCE

- Helped to lift heavy equipment into place and moved them when necessary
- Oiled and greased equipment to prevent them from breaking down
- Cleaned and polished equipment
- Helped to replace worn parts to keep machines running smoothly
- Replaced items such as burned-out light bulbs and fuses
- Replaced dirty air filters in heating and cooling equipment

BUSSER

- Clear and clean tables and trays in eating establishments
- Bring clean dishes, flatware and other items to serving areas and set tables
- Replenish condiments and other supplies at tables and in serving areas
- Remove dishes before and after courses
- Perform other duties such as scraping and stacking dishes, carrying linen to and from laundry area and running errands

CAMP COUNSELLOR

- Supervised and organized activities for children (ages ___ to ___) or individuals (with mental disabilities)
- Monitored recreational activities to ensure the safety of all participants and provided first aid assistance when required
- Assisted clients with daily activities
- Instructed groups and individuals in arts, crafts, and similar activities

CARPET / UPHOLSTRY CLEANER

- Operated cleaning machines to clean carpets, rugs, and upholstered furniture on customer's premises or in carpet and upholstery cleaning establishments

CASHIER

- Opened the store for scheduled business operations
- Priced stock using stamps, stickers, and price lists
- Operated computerized cash register
- Handled cash debit and credit transactions
- Received merchandise from distributors and verified shipment received against invoices
- Stocked shelves, counters, and display areas with merchandise and kept stock in order
- Merchandised various areas weekly with new products

CASINO DEALER

- Operate gaming tables and games such as roulette, blackjack, keno, baccarat and poker
- Explain rules of games to patrons and ensure that rules are followed
- Accept keno wagers and issue computerized tickets for selection
- Determine winners or announce winning numbers
- Calculate and pay out winning bets and jackpots, collect losing bets and maintain related reports
- Fill slot machines with coins and assist patrons experience difficulties with machines

Supervisors – supervise the activities of casino workers

- Co-ordinate and schedule activities of staff working at gaming tables and slot machines
- Resolve problems that arise, such as patrons' complaints and work-related issues
- Train casino staff

CHILD CARE WORKER / NANNY

- Ensured the safety for children ages ___ to ___
- Supervised and cared for children in the absence of a regular care giver
- Bathed and fed infants and children
- Oversaw children's activities, meals, and rest periods
- Instructed children in personal hygiene and social development
- Assisted in organizing games, activities, and outings to provide amusement and exercise
- Provided/performed housekeeping duties including vacuuming, dishes, and laundry
- Read stories and sang songs to children
- Washed, dried, and ironed clothes
- Washed, dressed, and supervised children according to age and needs
- Made beds and performed light housekeeping duties
- Aided in preparation of family meals

CLERICAL

- Faxed information from one branch to another
- Entered data into the computer
- Answered incoming telephone calls and operated switchboard
- Typed business letters and correspondence using MS Word
- Scheduled and confirmed appointments and meetings
- Maintained records and filed documents
- Distributed incoming mail and coordinated the flow of information internally and with other departments and organizations
- Performed general office duties

COUNTER PERSON

- Served customers food and beverage orders
- Operated computerized cash register
- Prepared and cooked a variety of fast foods
- Recorded and kept inventory of stock
- Responsible for verifying that everything was unplugged at closing and securing the premises
- Cleaned kitchen equipment, utensils, and work area
- Handled cash, debit and credit transactions

CUSTOMER SERVICE

- Answered inquiries from customers
- Investigated complaints regarding service, policies, and merchandise
- Arranged for refunds, exchange, and credit for returned merchandise
- Explained type and sort of services offered
- Provided information to customers and the public concerning goods, services, schedules, rates, and regulations

DELIVERY DRIVER

- Operated and drove automobiles, vans, and light weight trucks (weighing less the 4,600 kg or 10, 000 lbs with a maximum of three axles)
- Picked up and delivered various products, such as fast food, newspapers, magazines, and dry cleaning
- Sold products over established routes and accepted or made payments for goods
- Recorded information on pick-ups and deliveries, vehicle mileage, fuel costs, and any problems encountered

DIETITIANS & NUTRITIONISTS

- Develop, administer and supervise nutrition and food preparation and service programs in hospitals, nursing homes, schools and cafeterias
- Evaluate nutritional status of individuals and provide nutrition counselling and consulting to health professionals and individuals
- Aid in the prevention and /or treatment of inadequate nutrition
- Plan, evaluate and conduct nutrition education programs and develop educational materials for various audiences

DINING ROOM ATTENDANT

- Cleared and reset tables
- Carried dishes to the dishwasher area
- Aided with dishwashing when necessary
- Carried trays of food to be served when necessary
- Carried trays of food to be served to the waiter or waitress
- Cleaned up spilled food or broken dishes
- Kept counters supplied with water, ice, linens and other supplies
- Removed trash from the dining area
- Served water, bread, and butter to customers
- Made coffee and tea
- Emptied ashtrays, Swept and mopped floors

DISHWASHER

- Scraped food from dishes and silverware
- Loaded silverware and glasses into dishwashing machine
- Washed dishes, pots, pans, flatware, and glassware by hand or by using dishwasher
- Maintained cleanliness of kitchen area
- Mopped and swept kitchen floor
- Carried clean dishes, flatware, and other items to serving areas
- Maintained cleanliness of work tables for cook or chef
- Emptied waste baskets

DRYWALL INSTALLER

- Subcontracted services to commercial and residential contractors
- Determined accounts and types of materials for estimates
- Cut and installed drywall
- Taped and finished joints in preparation for painting
- Framed walls with wood or steel
- Performed general renovation work

ELECTRICAL ASSEMBLER

- Assembled prefabricated parts on an assembly line, or at work benches using screw guns and other hand and power tools
- Assembled small and large household electrical appliances such as coffeemakers, toasters, vacuum cleaners, lawnmowers, refrigerators, and dishwashers
- Assembled small transformers, small electrical motors, and transmissions used in appliances or other electrical products
- Assembled circuit breakers, switches, or other electrical control equipment and positioned and fastened components such as springs, toggles, or other parts into assembly casings
- Wound coils and armatures for small electric motors and transformers
- Performed minor repairs to products rejected from the production assembly line
- Set up assembly line with materials and supplies required for production, and set up and adjusted production tools

ESTHETICIAN

- Provide facials and other body treatments using specialized products and techniques
- Advise customers on the use of make-up and other beauty products and apply make-up to customers
- Responsible for any removal of unwanted hair permanently from client's face or body using needle only specialized electrical hair removal equipment and laser
- Provide the service for manicures and pedicures, clean shape and polish fingernails and toenails and provide related treatments

FITNESS INSTRUCTOR

- Planned and coordinated recreational, athletic, fitness, or sports activities
- Assembled supplies, sports, and game equipment
- Demonstrated and instructed athletic, fitness, or sports activities and techniques
- Instructed groups and individuals in arts, crafts, and similar activities and leading groups and individuals in recreational or athletic activities
- Monitored recreational or sports activities to ensure safety and providing emergency or first aid assistance when required

FLOOR COVERING INSTALLER

- Inspected, measured, and marked surfaces to be covered
- Measured, cut, and fastened under padding
- Stretched carpet using knee-kicker or power stretcher
- Secured carpet to floor using staple gun
- Installed hardwood floors, such as strip floors, block floors, and plank floors
- Cut and installed ceramic tile and applied grout

FRONT DESK CLERK

- Made room reservations
- Registered arriving guests and assigned rooms
- Answered inquiries regarding hotel services and registration by letter, telephone, and in person and responding to guest's complaints
- Compiled and checked daily record sheets, guest accounts, receipts, and vouchers using computerized or manual systems
- Presented statements of charges to departing guests and receiving payment

GAS STATION ATTENDANT

- Greeted customers in a polite and friendly manner
- Operated cash register
- Filled customers cars with gasoline and fluids as required
- Washed front and rear windshields
- Handled cash and credit card transactions

GENERAL LABOURER

- Assisted truck drivers loading and off loading
- Secured lumber on cargo trains while preparing them for departure
- Identified and labelled lumber for distribution
- Ensured a clean and safe work environment
- Operated a forklift to lift and unload delivery trucks
- Delivered lumber supplies to customers
- Performed maintenance duties such as cleaning machinery, ploughing parking lot, and lumber yard, and swept floors
- Provided assistance and detailed estimates to customers and contractors
- Organized stockroom and lumber yard to ensure supplies fit

GREENHOUSE WORKER

- Transplanted, cut, and watered plants as instructed by supervisor
- Planted bulbs in pots and flower seeds in flats
- Placed pots and flats on greenhouse shelves
- Cleaned office, washed floors and windows

GROCERY CLERK / STOCK PERSON

- Placed customers purchase in bags and boxes
- Transported customer purchases to parking lot and packing the purchases in vehicle
- Priced items using stamps or stickers according to price list
- Stocked and maintained shelves and display areas
- Kept stock orderly
- Directed customers to the location of articles sought
- Swept aisles and performed other general cleaning duties

HAIRSTYLIST

- Suggested hairstyles compatible with physical features of customers
- Determined styles from instructions of customers
- Shampooed and rinsed hair
- Cut, trimmed, and shaped hair using scissors, razors, or clippers
- Styled hair using brush, rollers, curling iron, and blow dryer
- Massaged scalp and gave scalp conditioning treatments
- Applied bleach, tint, dye, or rinse to client's hair
- Booked appointments for clients
- Advised clients on various hair styling products

HEALTH CARE AIDE

- Bathed and dressed patients in proper clothing
- Fed and recorded patients food and fluid intake
- Applied dressing, medications, and treatments under supervision
- Reported and recorded observations and symptoms indicative of change in condition of patient
- Assisted patients with individual needs
- Distributed and collected food trays

HOST / HOSTESS

- Received and recorded patron's reservations and assigned tables
- Greeted patrons at entrance of dining room, restaurant, or lounge, and escorted them to tables or other seating areas
- Spoke with patrons to ensure satisfaction with food and service, and attending to complaints
- Inspected dining and serving areas for cleanliness
- Supervised and coordinated activities of food and beverage servers and other serving staff
- Accepted payment from patrons for food and beverage
- Prepared work schedules and payrolls
- Interviewed candidates for food and beverage server positions and trained new employees

HOUSEKEEPING

- Assisted guests with requests and complaints
- Changed linen and made beds
- Scrubbed and disinfected bathroom fixtures
- Dusted furniture and vacuumed carpets
- Emptied waste baskets and ashtrays
- Performed general cleaning duties

HOUSEPERSON

- Sweep , mop, wash, wax, and polish floors
- Dust furniture and vacuum carpeting and area rugs, draperies, and upholstered furniture
- Make beds, change sheets, distribute clean towels and toiletries
- Clean, disinfect and polish kitchen and bathroom fixtures and appliances
- Pick up debris and empty trash containers
- Wash windows, walls and ceilings

KITCHEN HELPER / ASSISTANT

- Checked the refrigerator and shelves to ensure supplies were available
- Transported supplies to the work area
- Cleaned and peeled vegetables, cut them and put into pots for cooking
- Measured flour and other ingredients for baked goods
- Maintained clean work areas while the food is being prepared and afterwards
- Washed and swept floors
- Carried out garbage and compost waste
- Aided in cleaning and setting of tables
- Washed dishes and scrubbed pots and pans
- Shined glassware and silverware
- Carried and stacked dishes

LANDSCAPER / GROUNDS MAINTENANCE PERSON

- Spread top soil, planted flowers, grass, shrubs, and trees
- Cut, raked, fertilized, and watered lawns
- Weeded gardens and pruned shrubs and trees
- Operated power mowers, tractors, and electric clippers
- Sprayed and dusted trees, shrubs, lawns, and gardens as directed
- Laid sod and seeded new lawns
- Dug trenches for irrigation and drainage
- Spread top soil in preparation for laying sod
- Laid sod using hand tools
- Pushed spreader to apply grass seed and fertilizer

LAUNDRY

- Operate industrial washing machines and dryers to clean and dry garments, sheets, blankets, and towels
- Operate press machines
- Fold and store clean linens

LIFEGUARD

- Monitor recreational or sports activities to ensure safety and provide emergency or first aid assistance when required
- Attend to clients with special needs
- Enforce safety rules and regulations
- Record any incidents

LIGHT DUTY CLEANER

- Sweep, mop, wash, wax and polish floors
- Dust furniture and vacuum carpeting and area rugs, draperies and upholstered furniture
- Clean, disinfect and polish kitchen and bathroom fixtures and appliances
- Pick up debris and empty trash containers
- Wash windows, walls and ceilings

MACHINE OPERATOR

- Operated a variety of machine tools to cut, turn, mill, plane, bore, grind, and otherwise shape work pieces to prescribe dimensions
- Machined, fit, and assembled castings and other parts to make metal patterns, core boxes, and match plates
- Machined, fit, and assembled parts to make metal moulds for plastic injection mouldings or other production processes
- Operated various heating equipment, temperature gauges, and fork lift
- Cleaned parts by hand

- Ensured equipment is set properly for creation of parts
- Maintained safety standards while on the work site

MAIL CLERK

- Sorted incoming and outgoing mail according to destination
- Weighed, calculated, and affixed proper postage to outgoing mail
- Addressed and bundled outgoing mail according to mailing lists
- Routed mail to proper delivery stream

NEWSPAPER CARRIER

- Delivered daily newspaper to residents
- Received payments from customers
- Kept records of customer payments
- Provided quality customer service
- Maintained a clientele of (#) individuals
- Effectively handled customer inquiries
- Maintained professional customer relations

NIGHT AUDITOR

- Provide customer service to guests
- Answer phone and take reservations
- Handle customer complaints
- Responsible for fire and safety evacuation procedures

PAINTER

- Prepared surface to be painted using a wire brush
- Primed concrete surfaces to prepare for painting
- Applied paint to surface using brushes and rollers
- Maintained a clean and safe work environment

PIZZA MAKER

- Handled cash and credit card transactions
- Prepared dough for pizzas
- Cleaned and sliced vegetables to be used as pizza topping
- Prepared and cooked pizzas for customers as ordered
- Maintained cleanliness of kitchen
- Took customers food order over the phone or in person

PREP COOK / COOK

- Prepared and cooked complete meals or individual dishes
- Planned menus, determined size of food portions, estimated food requirements and cost
- Maintained cleanliness of kitchen
- Collected and disposed of refuse
- Prepared steak, chicken, and pasta
- Monitored and ordered supplies
- Organized and prepared meals for banquets and tour groups
- Washed and peeled vegetables and fruit
- Unpacked and stored supplies
- Prepared vegetables for salads

PURCHASING CLERK

- Reviewed requisition orders for accuracy and verified that materials, equipment, and stock are not available from current vendors
- Obtained price quotations from catalogues and suppliers and prepared purchase orders
- Calculated cost of order and charged and forwarded invoices to appropriate account
- Processed purchase within purchasing authority
- Contacted suppliers to resolve shortages, missed deliveries, and other problems
- Prepared and maintained purchasing files, reports, and price lists

RECEPTIONIST / CLERK – HOTEL

- Operated switchboard to relay incoming and outgoing calls
- Supplied information to callers and recorded messages
- Typed and filed correspondence
- Greeted clients
- Booked room reservations
- Registered guests and assigned rooms
- Answered inquiries by telephone and in person regarding hotel and tourist services
- Responded to guest complaints in a professional and confident manner
- Presented statements of charges to departing guests and received payments
- Handled cash and credit card transactions

RESERVATIONS AGENT

- Maintain an inventory of vacancies, reservations and room assignments
- Answer enquiries regarding hotel services and registration
- Provide information about services available in the community
- Operate a computerized system to do reservation
- Handling of credit cards and debit transactions
- Required to do up selling of hotel services and accommodations

RIDE OPERATOR / AMUSEMENT ATTRACTION

- Set up rides, fun houses, game concessions and other amusement attractions
- Perform routine maintenance and safety inspections of attraction equipment
- Operate rides and other attractions, oversee game activities and ensure safety of participants
- Sell tickets to patrons and handle money transactions
- Collect tickets and fees
- Rent or sell sports and accessory equipment
- Assist patrons on and off amusement park rides, secure and monitor equipment to detect wear and damage

ROOFER

- Installed, repaired, or replaced built-up roofing systems using materials such as asphalt saturated felt, hot asphalt, and gravel
- Installed, repaired, or replaced single-ply roofing systems using waterproof sheet materials, such as modified plastics or asphalt compositions

ROOM SERVICE ATTENDANT

- Take orders and relay to kitchen and bar staff
- Bring food and beverages to patrons in their rooms
- Present bill to patrons and accept payment

SALES CLERK

- Greeted customers and discussed the type, quality, and quantity of specific merchandise
- Advised clients on the use and care of merchandise
- Prepared items for purchase or rental
- Maintained sales records for inventory control
- Prepared the nightly float and made bank deposits
- Handled cash and credit transactions
- Identified and solicited potential clients
- Provided clients with a presentation on the benefit and the use of goods and services

- Estimated or quoted prices, credit terms, warranties, and delivery dates
- Prepared or oversaw preparation of sales contracts
- Consulted with clients after sale to resolve problems and to provide ongoing support
- Reviewed and adapted to information regarding project details
- Followed up by phone to verify customer commitment to purchase, encouraging customers to return and generating repeat business
- Consistently surpassed sales quotas
- Resolved a wide range of customer complaints, applying diplomacy and assertiveness to; delivery delay, fee and budget problems, and culture/communication barriers

SCHOOL BUS DRIVER

- Transported children between school and home or on excursions
- Ensured children's safety when boarding and leaving buses and crossing street while bus is stopped

SECURITY GUARD / BOUNCER / DOORMAN

- Enforced regulations of an establishment to maintain order
- Responsible for underground parking lot and perimeter patrols
- Completed routine logs and security reports
- Called in hourly reports while on perimeter patrol
- Reported evidence of vandalism or theft to employers and authorities
- Recorded customer entry time and issued various day or hourly passes
- Assisted with inquiries and complaints

SERVER

- Greeted patrons in a polite and friendly manner
- Presented menus and made recommendations
- Guided customers to their tables
- Recommended wines to complement patron's meals
- Recorded orders and relayed them to the kitchen staff
- Prepared and served specialty foods at patron's tables
- Prepared mixed drinks, wine, draft, or bottled beer for patrons
- Presented dinner bills and accepted payments
- Cleaned, cleared, and set tables

SHIPPER / RECEIVER

- Determined method of shipment and prepared bill of lading, invoice, and other shipping documents
- Assembled container and crates, packed goods to be shipped and affixed, identified information and shipping instructions
- Oversaw loading and unloading of goods from trucks or conveyances
- Inspected and verified incoming goods against invoices or other documents, recorded shortage and rejected damaged goods
- Unpacked and routed goods to appropriate storage areas
- Maintained internal record-keeping systems
- Operated forklift, hand truck or other equipment to load, unload, transport, and store goods

SHORT ORDER COOK

- Cooked foods such as hamburgers, and hot sandwiches on grill or griddle
- Cooked foods such as steaks and chops in a boiler
- Cooked food including potatoes and rolls in an oven
- Cooked foods like french fries, onion rings, shrimp, and fried chicken in a deep fryer
- Cleaned kitchen equipment at the end of the day
- Kept record of supplies used and recorded supplies when needed
- Helped to prepare salads or coffee
- Helped slice desserts and put the pieces on a plate

TEACHER'S ASSISTANT

- Assisted students with lessons under direct supervision of classroom teacher
- Accompanied and supervised students during activities in school gymnastics, laboratories, libraries, resource centres, and on field trips
- Assisted special needs students, such as those with mental or physical disabilities, with mobility, communication, and personal hygiene
- Operated or assisted teacher in operation of projectors, tape recorders, and other audiovisual or electric equipment
- Carried out behaviour modification, personal development, and other therapeutic programs under supervision of professional such as special education instructors, psychologists, or speech-language pathologists
- Monitoring students during recess or noon hour
- Assisted in school library or office and performing other duties assigned by a school principal

TELEMARKETER

- Contacted business and private individuals by telephone to solicit sales for goods and services
- Described in detail the value of goods and services to customers in an appealing and professional manner
- Handled cash transactions
- Recorded information and sales made for further transactions

TELLER

- Processed customer cash deposits and withdraws, cheques, transfers, bills, credit card payments, money orders, certified cheques, and other related banking transactions
- Obtained and processed information required for the provision of services, such as opening accounts, savings plans, and purchasing bonds
- Sold traveller's cheques, foreign currency, and money orders
- Balanced daily computer transaction using computer programs, calculators, and adding machines
- Prepared customer statements and other correspondence for mailing
- Answered inquiries and resolved problems or discrepancies concerning customer's accounts

TOUR GUIDE

- Transport or escort individuals or groups on tours of cities, waterways and other establishments
- Describe points of interest, answer questions and supply information
- Plan and carry out recreational activities for customers
- Provide historical and cultural facts related to the site
- May collect admission fees and sell souvenirs

TRUCK DRIVER / DELIVERY PERSON (local)

- Checked the condition of the truck at the start of the day
- Made minor adjustments or repairs to the truck
- Picked up goods at a terminal
- Loaded the goods on the truck
- Obtained delivery forms from the shipper
- Unloaded the goods at the point of delivery, and occasionally loaded additional goods onto the truck
- Recorded the deliveries made
- Asked customers to sign receipts for deliveries
- Reported mechanical problems with the truck

VALET DRIVER

- Greet customers and provide excellent customer service
- Driving responsibly in guests vehicle
- Ensure the safety and comfort of passengers
- Providing information to tourists about attractions in the area

VOLUNTEER ASSISTANT (with the elderly)

- Kept regular contact with patients
- Assisted clients in activities such as bingo and card games
- Accompanied patients on trips to the local malls
- Assisted with care of patients
- Promoted interest in physical therapy
- Supplied and emptied bedpans
- Dressed and groomed patients
- Carried messages and reports from one department to another
- Made beds and maintained patient's rooms
- Effectively communicated with individuals to determine needs

VOLUNTEER (companion)

- Accompanied elderly on day trips
- Played recreational games with the residents
- Talked to and visited with residents
- Effectively communicated with individuals to determine needs
- Provided emotional support and comfort

WAITRESS / WAITER

- Serviced food and alcoholic beverages to patrons in dining area
- Escorted patrons to their tables and presented menu
- Handled cash and credit transactions
- Cleared tables and reset with placements, cutlery, glasses, condiment holders, and centre pieces
- Received and recorded telephone calls and organized reservations
- Replenished condiments and other supplies at tables
- Scrubbed and polished counters, steam tables, and other equipment
- Took orders for food and drinks
- Poured drinks for customers during meals
- Ensured customer satisfaction
- Answered questions about the items available on the menu
- Made out customer cheques

- Set and cleared tables
- Carried soiled tableware to the kitchen
- Stacked glassware and dishware after washing
- Prepared salads, cut desserts, and made coffee and tea

WAREHOUSE WORKER

- Removed material from truck by hand using material handling equipment
- Transported materials from one designated area to another
- Unpacked boxes and put the contents in bins or on shelves
- Received and sorted incoming parts, supplies, and materials
- Stored items in an orderly and accessible manner in a warehouse, tool room, supply room, or other area
- Processed incoming requisitions and issued or distributed parts and supplies for internal usage
- Maintained records of amount, kind, and location of parts and supplies on hand, using manual or computerized inventory system
- Prepared requisition orders to replenish parts, supplies, and materials
- Sold spare and replacement parts for motor vehicles, machinery, and equipment in a retail setting
- Advised retail customers or internal users on appropriateness of parts, supplies, or materials requested

WELDER'S ASSISTANT

- Selected the proper equipment and materials to use on the job
- Cleaned the metal to ensure there is no rust or dirt present
- Clamped pieces of metal together to hold them in place
- Used a gas welder (oxy-acetylene) or electric welder (arc) to weld metal pieces together
- Checked the weld to be sure it will never break
- Measured pieces of metal to cut
- Read blueprints or plans to gain more knowledge about job
- Used grinders or other power tools

Newly Added

CONSTRUCTION TRADES HELPERS AND LABOURERS

- Load and unload construction materials, and move materials to work areas
- Mix, pour and spread materials such as concrete and asphalt
- Assist trades persons such as carpenters, bricklayers, cement finishers, roofers and glaziers in construction activities
- Assist in aligning pipes and perform related activities during oil and gas pipeline construction
- Level earth to fine grade specifications using rake and shovel
- Remove rubble and other debris at construction sites using rakes, shovels, wheelbarrows and other equipment
- Tend or feed machines or equipment used in construction such as mixers, compressors and pumps
- Oil and grease hoists and similar equipment
- Direct traffic at or near construction sites
- Perform other activities at construction sites, as directed.

OTHER TRADES HELPERS AND LABOURERS

- Move tools, equipment and other materials to and from work areas
- Assist in repairing, maintaining and installing industrial machinery and equipment
- Assist in repairing, maintaining and installing refrigeration, heating and air conditioning equipment
- Assist in mechanical, electrical and body repairs automobiles, trucks, buses, heavy equipment and motorcycles
- Assist in repairing electrical appliances, small engines or other similar equipment
- Assist in land surveying activities, such as holding or moving stakes and rods, clearing brush and debris from line of survey and transporting surveying tools to work area
- Perform other labouring and elemental tasks as required.