

VISIT O*NET ONLINE

<http://www.onetonline.org>

- An online guide to help identify tasks, skills, knowledge, and abilities associated with jobs/occupations
- A great resource for helping with resume writing!
- Sample “resume language” for common part-time jobs
- Enter a job title or occupation in the *Search Occupations* field

Child Care Provider

- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- Observe and monitor children's play activities.
- Assist in preparing food and serving meals and refreshments to children.

Food Service Worker

- Relay food orders to cooks.
- Select food items from serving or storage areas and place them in dishes, on serving trays, or in takeout bags.
- Clean and organize eating, service, and kitchen areas.
- Prepare daily food items, and cook simple foods and beverages, such as sandwiches, salads, soups, pizza, or coffee using proper safety precautions and sanitary measures.
- Accept payment from customers, and make change as necessary.

Groundskeeper

- Mow and edge lawns, using power mowers and edgers.
- Shovel snow from walks, driveways, and parking lots, and spread salt in those areas.
- Care for established lawns by mulching, aerating, weeding, grubbing and removing thatch, and trimming and edging around flower beds, walks, and walls.
- Use hand tools such as shovels, rakes, pruning saws, saws, hedge and brush trimmers, and axes.

Sales Clerk

- Greet customers and determine what each customer wants or needs. Place special orders or call other stores to find desired items.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Answer questions regarding the store and its merchandise.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.