

Job Position Description Guide for Participants

The following list of jobs matches the job positions on the Positions & Skills Addendum. Next to each job position is listed the minimum level of English required to work in that particular job.

Please bring this guide with you to your Placement or Job Fair Option interview. Your English comprehension, speaking ability and communication will be assessed at the time of the interview. After you receive your English ratings you will be instructed to return to your Footprints account to complete the Positions & Skills Addendum. Please note: you are NOT able to complete this until after your interview.

Using the English rating you were given by your interviewer, please select from this list of job descriptions. The number after the job title indicates the minimum level of English required. If you do not have this level, you will not be able to select the position when completing your Position and Skills Addendum through Footprints. If you possess the skills necessary for the job, please read the description to help you decide if you want to select the position on your Addendum.

Banquet Worker (3) (Cleaning, Organization, Physical/Manual Labor)

Responsible for set-up, maintenance and cleanliness of conference/banquet facilities, equipment and furniture. Must be able to work with a team in a fast-paced environment and follow directions. Must be able to repeatedly lift, push and/or pull heavy objects.

Barback (3) (Bartending)

Works behind the bar and assists Bartender but does not serve drinks. Must be 21 years or older.

Barista (3) (Customer Service, Cash Handling, Food Service)

Works at a coffee shop or café mixing, serving and selling custom coffee drinks. May be required to operate a coffee/cappuccino machine and a cash register. Taking customer orders, cleaning, stocking supplies. Requires strong English and customer service skills.

Bartender (4) (Bartending, Cash Handling, Customer Service)

Works at a bar or restaurant, mixing, serving and selling alcoholic drinks. Must be 21 years or older. Requires previous experience and very strong English.

Bell Hop (3) (Customer Service, Physical Labor)

Helps guests at a hotel by carrying bags to and from the room at check-in and check-out.

Busser (3) (Food Service, Cleaning)

Assist food servers at restaurants by clearing dishes from tables, serving water, wiping tables and cleaning kitchen.

Cafeteria Line Worker (3) (Food Service, Customer Service)

Works on the cafeteria line, serving food and beverages, clearing tables and may include clean-up duties and minimal cooking/heating.

Cashier and Cafeteria Cashier (3) (Money/Cash Handling)

Uses a cash register to collect payments in cafeterias, restaurants or retail stores. Requires strong money handling skills and is a customer service position.

Chambermaid/Housekeeping (3) (Cleaning)

Clean guest-sleeping rooms and bathrooms. Cleaning includes dusting, vacuuming, scrubbing toilets and bathtubs. Also includes making beds and replacing linens and towels. Will use chemicals in the cleaning process.

Child Care Attendant (4) (Childcare, Coaching)

Attends to the needs and safety of children. May work in a daycare setting for a hotel or fitness center.

Cook (3) (Cooking)

Works in kitchen, cooking food, cleaning, preparing meals. This position usually requires some previous experience, especially in larger restaurants.

Custodian/Janitor (3) (Cleaning, Maintenance, Physical/Manual Labor)

Cleaning facilities, mopping, emptying trash, changing light bulbs and possibly some light maintenance work.

Dishwasher (3) (Dishwashing, Cleaning)

Washes dishes, silverware and pots and usually operates commercial dishwasher. May often be in contact with cleaning agents.

Fast Food Worker (3) (Food Service)

Works in a fast food restaurant doing one or more of the following: Taking customer orders, preparing food, cashier work, cleaning, ordering and stocking supplies, unloading food products.

Food Runner (3) (Food Service)

Brings food to the tables at restaurants and assists the wait staff. Sometimes clears tables as well.

Front Desk (4) (Customer Service, Phone Skills, Typing)

In hotels, the front desk clerk handles room assignments and charges, phone calls and answers many questions guests may have. Strong English is required.

Game Operator (3) (Customer Service, Cash Handling)

Supervises games and other attractions in amusement parks. Involves people skills, enthusiastic attitude and cash handling.

General Food and Beverage (3) (Cleaning, Cooking, Customer Service, Dishwashing, Food Service, Money/Cash Handling, Phone Skills, Physical/Manual Labor, Prep Cooking)

May do a variety of positions in the food and beverage department. May include prep cooking, bussing, dishwashing, serving, cleaning, working on a line, running food,

cashiering. Requires strong customer service skills and a willingness to work in any food and beverage position.

Golf Range Attendant (3) (Golf, Grounds work, Maintenance, Working Outside)

Works outside on the golf course picking up golf balls, raking, checking sprinklers around the course. May mow lawns and do light maintenance.

Grounds Worker (3) (Grounds Work, Maintenance, Working Outside)

Works outside to maintain company property. May include landscaping work and some basic fixing, maintenance and trash pickup.

Guest Service Representative (4) (Customer Service, Cleaning, Physical/Manual Labor, Phone Skills, Public Speaking)

May work indoors or outdoors. This is a highly visible position, so must have strong English skills, an outgoing personality and excellent customer service skills. Duties may include meeting and greeting guests, answering questions, giving directions, solving guest problems, and maintaining a safe, clean work environment.

Host/Hostess (3) (Customer Service, Phone Skills)

Meet and greet guests in a restaurant. Makes reservations and shows guest to their seats. May also operate a cash register.

Kitchen Worker (3) (Cleaning, Cooking, Organization, Dishwashing)

Working in a general position in the kitchen, rotating between positions which may include: Cooking, Prep Cooking, Cleaning, Dishwashing, Stocking supplies, limited customer service interaction.

Laundry/Housekeeper (3) (Cleaning, Organization)

Wash and dry sheets, towels and clothing for a hotel. Keep clean linens in stock. May require heavy lifting and contact with chemicals/cleaning agents.

Lifeguard (3) (Swimming, Lifeguard)

Ensures the safety of guests in the water. Will go through training to be certified. Must be able to stand for long periods of time. Should know how to swim but do not have to be a lifeguard previously.

Line Cook (3) (Prep Cooking, Cooking)

Working in the kitchen as part of a team of cooks. Works on a line in either a cafeteria or a restaurant. Usually prepares 1 part of a meal during a shift.

Maintenance (3) (Maintenance)

Performs basic repairs, both indoors and outdoors, for resorts and hotels. May involve some basic cleaning.

Park Cleaner (3) (Grounds work, Working Outside, Physical Labor)

Responsible for keeping the park grounds and /or restrooms clean. Uses chemicals and cleaning supplies to keep areas clean. May involve some heavy lifting of garbage cans (50 gallon cans and bags of garbage) and pushing carts.

Photographer/Photo Lab (4) (Photography, Customer Service)

Takes pictures of customers and prints them. Requires you to be enthusiastic and customer service oriented.

Prep Cook (3) (Prep Cooking, Organization)

Preparing food, chopping, and getting ingredients ready for the cooks. Occasionally requires some light cooking and clean up.

Reservations (3) (Phone Sales, Phone Skills)

Takes reservations for rooms at hotels, either at front desk or over the phone. Very strong English and phone skills are required for this position.

Resort Worker (3)

Position will be assigned upon arrival based on the needs of the employer and experience and English level of the participant. Most are entry-level positions. Be prepared to work in any position the employer offers.

Restroom Attendant (3) (Cleaning)

Makes sure that the restrooms are clean and neat and stocked with towels and toilet paper. Includes the following duties: wipes down sinks, cleans mirrors, mops floors, and cleans toilets. Will need to work with chemical cleaning agents.

Retail Sales (3) (Sales, Cash Handling, Customer Service)

Selling retail items in stores. Requires strong English and customer service skills. Includes some cashier work.

Ride Operator (3) (Working outside, Physical Labor)

Responsible for supervising and running amusement park rides. Helps customers safely enjoy themselves. Requires physical strength.

Room Service Attendant (3) (Phone Skills, Food Service, Cash Handling)

Serves food to hotel guests in their rooms. May also take room service orders over the phone. Handles money.

Supply/Grocery (3) (Organization, Physical Labor)

Works in a store providing supplies or groceries. Requires restocking shelves, unloading deliveries and heavy lifting.

Ticket Checker (3) (Customer Service, Working Outside)

Inspects tickets at entrance to rides or shows and answers questions.

Ticket Sales (3) (Cash Handling, Customer Service)

Selling tickets to guests. Involves customer service and cash handling skills.

Waiter/Waitress (3) (Food Service)

Describes specials and menu options, takes orders and serves customers with food and drinks at a restaurant. This position often requires previous experience as well as strong English.