

## Job Position Description Guide for Participants

The following list of jobs match 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. If you were not rated the minimum English level, please do not mark the position on your Positions and Skills Addendum. Listed beside each job you will also find the skills that may be needed to support the job position (from the CCUSA skills list). 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.

\* Please bring this guide with you to your Placement 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 may complete the Positions & Skills Addendum. If you completed the addendum before the interview and you learn that your English is not strong enough to apply for certain positions, you will need to complete a new addendum after the interview.

### **Artistry (3) (Arts & Crafts)**

Works in arts and crafts positions, generally at amusement parks or for concessionaires. Job positions may include face painting, hair tying and bracelet making.

### **Barback (3) (Bartending)**

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

### **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 (2) (Customer Service, Physical Labor)**

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

### **Busser (2) (Food Service, Cleaning)**

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

### **Cafeteria Line Worker (2) (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 (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.

### **Casino Slot Representative (4) (Money/Cash Handling, Customer Service)**

Works with gamblers in the slot machine area of casinos. Monitors machines, provides coins, walks the casino floor.

**Chambermaid/Housekeeping (2) (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.

**Concessions Worker (3) (Food Service, Cleaning, Cash Handling)**

Working in various food and beverage positions for a traveling or stationary concessionaire. Serves food and drink items, sometimes operates the cash register and almost always works at fair or carnival events. Will either work at 1 location the entire season or will travel from place to place.

**Cook (2) (Cooking)**

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

**Custodian/Janitor (2) (Cleaning, Maintenance, Physical/Manual Labor)**

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

**Driver (3) (Driving)**

Transports products or people in a car, truck or van. Requires a clean driving record and international driver's license. Some businesses require a certain age and/or extra training for a specialized license.

**Dishwasher (2) (Dishwashing, Cleaning)**

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

**Fast Food Worker (2) (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 (2) (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, Computer Knowledge)**

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.

**Golf Range Attendant (3) (Golf, Grounds Work, Maintenance, Working Outside)**

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

**Grounds Work (2) (Grounds Work, Maintenance, Working Outside)**

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

**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.

**Laborer (2) (Physical/Manual Labor, Working Outside)**

Provides manual labor for a variety of tasks and assignments. May include lifting heavy objects, painting, working outside, and working with machinery, tools and saws.

**Laundry (2) (Cleaning, Organization)**

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

**Lifeguard (3) (Swimming, Lifeguard, Working Outside)**

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

**Line Cook (2) (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 (2) (Maintenance, Electrician, Mechanic)**

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

**Park Cleaner (2) (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 & bags of garbage) and pushing carts.

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

Takes pictures of customers and crops and develops photos. Requires you to be enthusiastic and customer service oriented.

**Prep Cook (2) (Prep Cooking, Organization)**

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

**Ranch Hand (3) (Horse Riding, Farming, Working Outside)**

Works on a ranch with animals and agriculture. Helps to run the ranch by doing a variety of tasks. Outdoor work with some heavy lifting.

**Reservations (4) (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 (2)**

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. One should be prepared to work in any position the employer offers.

**Restroom Attendant (2) (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 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 Store (3) (Organization, Physical Labor)**

Works in a store providing supplies or groceries. Requires restocking shelves, unloading trucks, heavy lifting and possible night shifts.

**Ticket Checker (3) (Customer Service)**

Collecting tickets for amusements and activities and answering customer's questions.

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

Selling tickets at amusement parks or resorts for entrance and/or rides. 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.