

Activity 7: Look at the jobs below. Choose the correct duties and qualities for each job from the word banks below and write them in the chart next to each job.

Job Title	Duties and Responsibilities	Qualities /skills
Cashier		
Cleaner		
Server/Waiter		
Shelf stocker		

Duties

- Vacuums carpets,
- cleans bathrooms
- dusts furniture
- refills the soap
- mops the floor
- empties waste baskets
- Serve food
- helps plan a menu
- washes and cuts vegetables
- keeps the shelves clean
- cleans if customers drop something on the floor
- works behind the counter
- uses cash register
- puts order in tray
- cleans tables
- makes coffee
- greets customers
- opens boxes
- puts products on the shelves
- takes orders
- gives receipts to the customers
- sometimes works at drive thru window
- deals with money
- uses credit card machine
- gives change to the customers

Qualities/skills:

These can be used more than once.

- Responsible
- Punctual
- Helpful
- Team player
- Energetic
- Honest
- Hardworking
- Self- confident
- Patient
- Multi-tasker
- Organized
- Polite