

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

Qualities/skills:

These can be used more than once.

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