

Example Key Responsibilities

Admin Assistant

- dealing with incoming and outgoing post
- monitoring and replenishing stationery supplies
- answering the telephone and directing calls
- reception duties such as greeting and looking after visitors
- typing and formatting documents such as letters and reports
- updating computer databases
- filing
- using office equipment such as printers, photocopiers and fax machines
- managing diaries
- making travel arrangements for staff

Bar Work

- serving drinks, snacks and food to customers
- processing cash and card transactions
- talking to customers and checking details of those who appear to be underage
- promotion of special offers
- adhering to health and safety and food hygiene regulations
- keeping the bar area clean and well stocked
- washing glasses, and regularly cleaning and clearing tables

Bricklayer

- measuring work areas, setting out the first rows (courses) and damp course
- cutting bricks and mixing mortar
- using tools correctly and safely such as hammers, chisels or portable power tools
- laying the bricks in horizontal courses and checking courses are straight
- pointing the brickwork to create a neat finish
- communicating with customers and other trades on site
- adhering to all health & safety rules and regulations

Care Assistant

- getting to know individual clients and being aware of their special interests and social needs
- supporting clients with daily personal care such as washing, dressing, using the toilet and eating
- carrying out general tasks such as housework, laundry and shopping
- helping clients organise their budget, pay bills and write letters
- helping families adjust to new caring responsibilities
- helping to organise recreational activities
- escorting clients to and from the residential home
- adhering to all health and safety and manual handling regulations and guidance

Catering Assistant

- helping to unload deliveries, unpacking and storing food safely
- cleaning the kitchen floors and walls, fridges, ovens and work surfaces
- operating the dish and glass washing machines
- cleaning pots, pans and other equipment by hand
- collecting and disposing of waste
- cleaning and cutting up vegetables, skinning and filleting fish, and chopping or mincing meat
- using equipment such as electric mixers, chipping machines, knives and cutters
- rotating stock and checking use-by dates
- making hot and cold sandwiches, toast, soup, desserts, simple salad dishes, tea and coffee
- adhering to health and safety and food hygiene regulations

Cleaner

- safely operating industrial machinery and working to COSHH guidelines
- consistently meeting deadlines and time pressures
- responsible for weekly checklists and timesheets
- working flexible hours to meet client needs
- dusting, cleaning floors, mirrors, toilets and kitchens
- cleaning a variety of surfaces

Factory/Warehouse Operative/Packer

- taking delivery of goods and supplies
- checking for damaged or missing items
- storing goods in line with instructions
- moving stock around by hand, using lifting gear or a forklift truck
- loading goods for dispatch (some jobs include making the deliveries)
- cleaning work areas
- packing goods ready for shipment in crates or other containers
- monitoring the goods and carrying quality checks
- ensure correct labelling is in place
- cleaning work areas and machinery
- adhere to all health & safety rules and regulations
- keep accurate records of all incoming and outgoing shipments

Retail

- greeting customers with welcoming atmosphere
- providing details of merchandise and advice in a professional manner
- accurately processing cash/card payments, operating and balancing the tills
- ensuring the workplace is clean and tidy
- creating and maintaining an effective working relationship with employees
- completing stock takes and accurately documenting stock
- assisting with administrative tasks such as re-pricing and stock taking
- arranging stock displays with current promotions

Reception Assistant

- greeting visitors and directing them to the correct person or department
- managing the visitors' book and issuing security passes
- providing information to and answering queries from visitors
- dealing with phone enquiries and taking messages
- keeping the reception area tidy
- answering switchboard enquiries and transferring calls
- booking transport and travel
- basic clerical work
- adhering to all health and safety legislation and regulations

Stock Room Assistant

- cleaning and tidying the warehouse and storerooms
- checking deliveries in goods inwards
- storing goods and raw materials in the warehouse
- issuing out goods to staff
- welding heavy structural steel work
- adhering to all health and safety legislation and regulations