

# Examples of Job Titles & Duties

## Lawn Care

**Job Titles:** landscape laborer, grounds maintenance worker, lawn care worker

**Job Duties:**

- cut grass, rake, fertilize and water lawns, weed gardens, prune shrubs and trees and perform other maintenance duties as directed by homeowner
- operate power mowers, tractors, snow blowers, chain saws, electric clippers, sod cutters, pruning saws and other landscape maintenance equipment
- spray and dust trees, shrubs, lawns and gardens, as directed, to control insects and disease perform other manual duties to clean and maintain landscaped environments

## Child Care

**Job Titles:** babysitter, child caregiver, nanny, parent's helper

**Job Duties:**

- supervise and care for children
- bathe, dress, and feed children
- organize activities and outings to provide amusement and exercise

## Housekeeping

**Job Titles:** housekeeper, room attendant, caretaker, custodian, janitor

**Job Duties:**

- mop, scrub, sweep and vacuum floors and stairs
- wash windows
- empty trash cans
- clean and disinfect bathrooms and fixtures
- change and wash bed linens

## Amusement Parks

**Job Titles:** ride operator, park attendant, admissions attendant, concessions attendant or operator

**Job Duties:**

- collect tickets and fees
- sell concessions
- operate rides or equipment
- assist customers on and off rides, secure and release safety belts

## Examples of Job Titles & Duties (cont.)

### Animal Care

**Job Titles:** animal attendant, animal care provider

**Job Duties:**

- provide daily exercise for animals
- prepare food and feed and water animals at scheduled intervals
- groom pets as required
- clean and disinfect cages, pens, and surrounding areas

### Food Service

**Job Titles:** bus boy/girl (busser), food counter attendant, food preparer, food service helper, kitchen helper, sandwich maker, cook's/chef's helper

**Job Duties:**

- take customers' orders and receive payment for food items purchased
- prepare food
- portion and wrap food, or place directly on plates for service to customers, and package takeout food
- serve customers at counters or buffet tables
- clear and clean tables and trays
- bring clean dishes, flatware and other items to serving areas and set tables
- replenish condiments and other supplies at tables and in serving areas
- remove dishes between courses
- scraping, stacking and washing dishes using dishwasher or by hand
- clean work tables, storage areas, and appliances
- empty trash cans and waste containers
- sweep and mop floors
- perform other duties to assist cook and kitchen staff

### Retail Sales

**Job Titles:** counter clerk, retail sales associate or clerk

**Job Duties:**

- greet customers
- use sales register for customer transactions
- handling payments and cash
- bagging or packaging merchandise
- maintaining sales records and inventory