Introduction to Careers in Hospitality and Tourism

Unit 12 – Employment Skills

**Instructional Activity 4**

Sample Job Postings

Customer Service Associate Needed

Experience with Microsoft Office and internet research skills required. Customer service experience is a plus. Must have the ability to communicate effectively and solve problems as they arise. Good phone skills are necessary as is the ability to balance walk-in customers and phone orders simultaneously. Applicant must have a professional, neat appearance. If you like to do quality work in a responsible environment, this job may be for you. Good attendance is an absolute must.

Submit a letter of interest and resume to:

Ajax Marketing Products

Mr. I.B. Toughboss

2121 Easy Street

Columbia, MO 65204

**OR**

Prep Cook Needed for Local Café and Bakery

Local Café and Bakery seeks part-time prep cook with basic culinary knowledge and experience. Necessary skills include classic French knife skills, understanding of ratios, knowledge of specialty equipment, and a capability of cooking with various dry and moist cooking methods. Other imperative skills include the ability to collaborate with others, the ability to take direction, and the ability to think critically and with efficiency in a busy, kitchen environment. An applicant who can handle these responsibilities with make a great fit for our ever-growing team.

Applications are accepted Mondays and Wednesdays, from 2:00 to 4:00pm.

Please bring a resume and a reference letter when you come in to apply.

Suzie’s Café and Bakery

Suzie Superchef

1000 Main Street

Anytown, MO 65222