

Job Specific Skills Check List

A. Household Skills

- Sewing __
- Child Care __
- Making Clothes __
- Money Management __
- Budgeting __
- Teaching __
- Decorations __
- Laundry Skills __
- Food Preparation __
- Counseling __
- Keeping Records __
- Public Relations __
- Ironing __
- Entertaining __
- Recreation Programming __
- Administering First-Aid __
- Gardening, Caring for House Plants __
- Caring for animals __
- Hairstyling __
- Dealing With Emergencies __
- Correspondence __
- Purchasing __
- Nutritional Meal Planning __

B. Kitchen Skills

- Preparing Food __
- Cooking __
- Washing Dishes __
- Washing Pans __
- Operating Dishwasher __
- Planning meals, menus __
- Inventory __
- Ordering Supplies __
- Stocking Shelves __
- Hiring __
- Budgeting __
- Scheduling and Directing __
- Supervising __

C. Carpentry Skills

- House Painting __
- Cabinet Building __
- Ornamental Woodwork __
- Building Additions __
- House Framing __
- Paneling __
- Furniture Making __
- Estimating __
- Installing Insulation __
- Furniture Refinishing __
- Money Handling __
- Customer Relations __
- Selling __
- Budgeting __
- Purchasing Supplies __
- Supervising __

D. Counseling Skills

- Group Counseling __
- Individual Counseling __
- Family Counseling __
- Marital Counseling __
- Teaching __
- Inter-Agency Networking __
- Interviewing __
- Assessment __
- Program Development __
- Supervising Clients __
- Scheduling __
- Record Keeping __
- Public Relations __
- Community Education __
- Research Design __
- Public Speaking __
- Writing Reports __
- Correspondence __
- Crisis Intervention __
- Grant Writing __
- Budgeting __
- Supervising __

E. Gardening Skills

- Lawn Care __
- Flower Gardening __
- Landscaping __
- Tree Trimming __
- Farming (including Machinery) __
- Transporting Trees __
- Vegetable Gardening __
- Pruning Trees __
- Grafting __
- Greenhouse Operation __
- Sales, Customer Relations __
- Surveying __
- Public Relations __
- Handling Money __
- Supervising __
- Design __

F. Garage Skills

- Pumping Gas __
- Engine Tune-Up __
- Customer Relations __
- Tire Changing and Repair __
- Handling Money __
- Driving __
- Sales __
- Service Advising __
- Truck Driving __
- Inventory __
- Stocking Shelves __
- Public Relations __
- Keeping Records __
- Supervising __

G. Teaching Skills

- Writing Lesson Plans __
- Public Speaking __
- Program Development __
- Writing, Grading Tests __
- Supervising Adults or Children __
- Scheduling __
- Individual Counseling __
- Group Counseling __
- Art or Music Skills __
- Preparing Materials __
- Special Populations __
- Decorating Classroom __
- Special Projects __
- Special Events __
- Coaching Athletics __
- Organizing Projects __
- Relating to Parents/Community Organizations __
- Making Assignments __
- Setting Up Interest Centers __
- Monitoring Others' Progress __

H. Maintenance/ Janitorial Skills

- Dusting __
- Washing Floors __
- Washing Windows __
- Cleaning Bathrooms __
- Polishing Furniture __
- Electrical Repairs __
- Carpentry Work __
- Lawn Maintenance __
- Sweeping Floors __
- Waxing Floors __
- Cleaning Carpets __
- Buffing __
- Plumbing Repairs __
- Window Repairs __
- Public Relations __
- Ordering Supplies __
- Supervision __

I. Factory Skills

- Assembly Line Work __
- Soldering __
- Stockroom Work __
- Inventory __
- Quality Control __
- Filing Orders __
- Box Making __
- Keeping Records __
- Lab Work __
- Operating Machinery __
- Electrical Wiring __
- Unloading, Loading __
- Shipping, Receiving __
- Packing __
- Welding __
- Parts Clerk __
- Stocking Shelves __
- Inventory __
- Supervision __

J. Truck Driving

- Driving Small Trucks __
- City Driving __
- Mechanical Repairs __
- Loading and Unloading __
- Changing Tires __
- Handling Money __
- Customer Relations __
- Driving Diesel Trucks __
- Over The Road Driving __
- Diesel Repairs __
- Preventative Maintenance __
- Keeping Records __
- Supervision __

K. Maintenance/ Repair Skills

- General Repair __
- Servicing Appliances __
- Servicing Vending Machines __
- Inventory __
- Sales __
- Boiler Room Maintenance __
- Servicing Office Machines __
- Small Engine Repair __
- Customer Relations __
- Handling Money __
- Keeping Records __
- Supervision __

L. Bookkeeping Skills

- Accounting __
- Using Adding Machines __
- Accounts Receivable __
- Payroll __
- Billing __
- Handling Money __
- Using Calculators __
- Accounts Payable __
- Income Tax __
- Typing __
- Keeping Records __
- Supervision __

M. Secretarial

- Receptionist __
- Filing __
- Taking Dictation __
- Making Appointments __
- Sorting/Delivering Mail __
- Order Processing __
- Supervision __
- Typing __
- Answering Phones __
- Stenography __
- Running Office Machines __
- Proofreading __
- Record Keeping __
- Research __

N. Beautician Skills

- Hair Cutting Styling __
- Cosmetics Consulting __
- Facials __
- Appointment Scheduling __
- Handling Money __
- Record Keeping __
- Shampooing __
- Permanents and Body Waves __
- Manicuring __
- Hair Coloring __
- Public Relations __
- Ordering Supplies __

O. Construction Skills

- Concrete Work __
- Heavy Equipment Operation __
- Roofing __
- Sheet Metal Work __
- Heating Installation __
- Refrigeration Work __
- Public Relations __
- Scheduling __
- Siding __
- Plastering __
- Welding __
- Electrical Wiring __
- Maintenance Repairs __
- Truck Driving __
- Brick Laying __
- Trenching __
- Carpentry __
- Heavy Labor __
- House Painting __
- Wallpapering __
- Soldering __
- Supervision __