**Job History Master**

Updated: October 15, 2025

Format: Heading 1 = Role; Normal paragraph = duty bullet (≤24 words).

# Line Cook

Worked safely around hot equipment and sharp tools; maintained PPE and clear walkways

Measured and prepped ingredients to spec; recorded counts and times on prep lists

Kept stations organized; cleaned surfaces and equipment per end-of-shift checklist

Supported team during rushes; met ticket times without compromising safety

# Prep Cook

Scaled recipes and portioned items accurately; labeled and dated stock

Used knives and slicers per safety steps; maintained guards and cut-resistant PPE

Kept cooler and dry storage organized; rotated inventory (FIFO)

Cleaned and sanitized work areas using posted chemical procedures

# Server

Handled multiple tables under time pressure while communicating clearly with kitchen

Verified orders and counts; resolved issues with calm, professional communication

Kept aisles clear and slip hazards controlled during peak traffic

Opened/closed side-work per checklist; documented tasks completed

# Dishwasher

Operated dish machine per SOP; verified final rinse temperature using gauge

Sorted and staged wares to keep aisles clear and prevent breakage

Mixed and labeled chemicals per instructions; used required PPE

Completed end-of-shift cleaning checklist and recorded completion times

# Barista

Followed recipes and machine SOPs; verified temperatures and shot times

Kept station stocked and organized for safe, fast service

Cleaned equipment per schedule; logged tasks in cleaning sheet

Communicated order issues clearly to maintain service pace

# Cashier

Operated POS accurately; reconciled till with cash count at close

Maintained a clear, safe queue area; directed flow during peak times

Handled returns/exchanges per policy; documented exceptions

Communicated promos/add-ons while maintaining pace

# Retail Associate

Faced and stocked merchandise; verified labels and counts on shelf tags

Kept aisles clear and endcaps safe for customers and carts

Assisted customers and team; escalated safety concerns promptly

Performed opening/closing checklists; recorded completion

# Stocker

Unloaded pallets; verified counts against manifests; reported variances

Used pallet jacks safely; kept egress paths clear and marked

Broke down boxes; staged and disposed of cardboard per SOP

Updated shelf labels; rotated stock FIFO

# Warehouse Associate

Picked orders to spec; scanned items to confirm location and counts

Kept pick paths clear; followed aisle speed and horn rules

Staged outbound pallets with shrink wrap and labels to prevent shifts

Performed cycle counts; documented discrepancies for lead review

# Order Selector

Pulled orders using RF scanner; verified lot and quantity

Maintained pick-rate while following safety speed limits

Stacked pallets for stability; inspected wrap and tag placement

Reported damages and location issues to supervisor with photos

# Shipping & Receiving

Checked inbound loads against BOL; recorded shortages/overages

Tagged and staged materials; kept dock lanes clear

Packed outbound items with correct dunnage and labels

Completed shipping paperwork accurately; filed per SOP

# Material Handler

Moved materials using hand trucks/pallet jacks; adhered to posted load limits

Staged items in labeled zones; kept walkways clear

Verified part numbers and quantities; updated pick tickets

Assisted with tool room/material counts; reported low stock

# Forklift Operator (trainee/experience)

Moved pallets safely with spotter when required; observed speed and horn rules

Performed pre-use inspection checklist; reported issues to lead

Stacked and unstacked loads to height within posted rack limits

Maintained clean, marked lanes to protect pedestrians and egress

# Delivery Driver (Non-CDL)

Completed route safely; performed pre-trip checklist and logged delivery times

Secured loads with straps and verified counts against manifests

Communicated delays/issues to dispatcher; documented with photos

Maintained vehicle cleanliness and basic maintenance checks

# Mover

Lifted and carried items using team lifts and safe body mechanics

Protected floors, corners, and doorways using pads/ramps

Inventoried items; labeled boxes and tracked counts

Loaded/unloaded trucks with load balance and tie-down checks

# Janitor

Used chemicals and equipment per safety label; wore required PPE

Completed nightly task checklist; logged areas and times

Kept exits, egress routes, and stairs free of debris and slip hazards

Reported hazards/repairs and placed temporary warnings as needed

# Custodian

Set up rooms per diagram; moved tables/chairs safely

Cleaned restrooms and common areas; recorded tasks on log

Monitored consumable levels; restocked per route plan

Coordinated with facilities on spills and urgent issues

# Housekeeper

Cleaned rooms to standard; used checklist for bathrooms, linens, and surfaces

Handled chemicals per SDS; used gloves/eye protection as required

Reported damages/lost items; documented room status updates

Maintained cart organization and safe hallway clearance

# Security Guard

Patrolled assigned areas; documented rounds and incidents

Monitored access; verified IDs and visitor logs

Responded to alarms and coordinated with staff/emergency services

Wrote clear, factual incident reports with times and locations

# Landscaper/Groundskeeper

Operated mowers/trimmers safely; checked guards and PPE

Staged tools and materials; kept sidewalks and entries clear

Loaded/unloaded equipment; tied down loads per SOP

Maintained irrigation basics; reported leaks and hazards

# Construction Laborer (general)

Kept jobsite walkways and egress areas clear; staged materials safely

Used hand/power tools per instruction; maintained guards and cords

Loaded/unloaded trucks; verified counts against tickets

Supported crew with debris control and end-of-day cleanup checklist

# Demolition Laborer

Set containment and signage; maintained clear egress during demo

Sorted debris streams; staged and hauled per plan

Used saws/hand tools with PPE; verified guards and cords

Wet-cut or misted as directed to control dust

# Traffic Control/Flagger

Set up signs and cones per plan; verified distances and sight lines

Used hand signals/radios; coordinated with crew on lane shifts

Monitored pedestrians and vehicles; adjusted taper for conditions

Inspected devices for damage; documented placement/removal times

# Tool Room Attendant

Issued tools using log; verified returns and condition

Charged batteries and staged spares; tracked inventory

Flagged damaged tools; tagged out and reported to lead

Kept tool room organized; labeled shelves and bins

# Parts Counter

Received parts; verified counts; updated inventory system

Pulled orders for internal/external customers with accuracy

Labeled and staged will-calls; captured signatures

Maintained clean, safe counter and backroom areas

# Facilities Porter

Moved materials and set rooms per diagram; used dollies/ramps safely

Maintained entryways and common areas; documented checklist

Supported event setup/teardown; protected floors and walls

Communicated hazards immediately; placed temporary signs

# Event Setup Crew/Stagehand

Set staging per diagram; verified dimensions and load ratings

Routed cables safely; taped and protected trip paths

Loaded/unloaded trucks with spotter; strapped loads

Completed pre/post event checklists with timestamps

# Maintenance Helper

Assisted with basic repairs; staged tools and parts per work order

Locked/tagged out equipment when instructed; used posted procedures

Cleaned work areas; organized parts and returned tools to storage

Logged tasks completed; reported issues to supervisor

# Painter Helper

Protected surfaces with plastic/tape; documented room and color

Prepared walls (scrape/sand/patch); cleaned dust per checklist

Maintained ladders and PPE; verified labels on coatings

Mixed coatings per spec; recorded batch and coverage

# Drywall/Lather Helper

Staged sheets and studs; kept paths clear of offcuts

Used lifts/stands safely; assisted with fastening per layout

Cleaned dust and debris; disposed per plan

Loaded materials; verified counts/ticket numbers

# Flooring Helper

Prepped subfloors; verified flatness and moisture per spec

Staged materials and tools; kept egress clear

Cut materials safely; maintained guards and blades

Cleaned as you go; documented areas completed

# Concrete Laborer

Staged forms and rebar; verified counts and placement per layout

Assisted pours; screeded/finished under direction; cleaned tools

Kept paths clear; controlled washout and debris per plan

Cured/covered per instruction; recorded times/temps if required

# Mason Tender

Staged block/brick/mortar; verified counts and batch notes

Kept scaffold planks clear; maintained debris control

Mixed mortar to consistency; cleaned mixers and tools

Moved materials with wheelbarrow/hoist safely

# Carpenter Helper

Staged lumber/hardware; verified sizes per cut list

Used saws/drills safely; maintained guards and cords

Assisted layout and fastening; cleaned work area

Loaded/unloaded trucks; protected materials from weather

# Roofer Helper

Staged bundles safely; used hoists/rope for lifts

Maintained edge awareness and fall protection anchorage

Kept debris controlled; protected gutters and landscaping

Loaded/unloaded trucks; recorded material usage

# HVAC Helper

Staged duct and equipment; verified sizes per print

Used snips, hand brakes, and drills safely; maintained PPE

Helped set equipment and seal ductwork per spec

Kept mechanical rooms and paths clear; logged cleanup

# Electrical Helper

Staged conduit/wire; measured and cut per layout

Pulled wire with team; labeled runs and updated as-builts

Used hand/power tools per SOP; maintained guards and cords

Kept panels/work areas clear; followed lockout/tagout direction

# Plumbing Helper

Staged pipe/fittings; verified sizes and counts

Cut/deburred pipe safely; maintained guards and PPE

Assisted rough-in; supported testing and documentation

Kept work area clean; disposed of debris per plan

# Sheet Metal Helper

Staged sheet/duct; verified takeoff against prints

Used hand tools and brakes safely; protected edges

Hung duct with proper supports; sealed joints per spec

Maintained clear paths; logged cleanup tasks

# Ironworker Helper

Staged steel and hardware; verified counts and heat numbers when applicable

Used rigging hand signals; controlled drop zones with spotter

Assisted bolting/wrenching; torqued per instruction

Maintained tethered tools and fall protection per guidance

# Glazier Helper

Staged glass/frames; inspected for defects; protected edges

Used cups and lifts safely; controlled drop zones

Set frames and glazing per spec; cleaned surfaces

Kept site clear; recorded units installed per day

# Welder/Fabrication Helper

Staged material; verified sizes per drawings

Maintained fire watch and shields; used PPE per hot work

Ground/cut safely; managed leads and cords

Cleaned weld areas; documented completed joints

# Grounds/Right-of-Way Helper

Cut brush and limbs with PPE; maintained safe distances to lines

Chipped debris; kept drop zones controlled

Loaded/unloaded with spotter; secured loads with straps

Logged work areas completed; reported hazards

# Warehouse Clerk

Processed receipts; updated inventory counts and locations

Filed pick tickets and BOLs; maintained records

Kept aisles clear; labeled zones and shelves

Cycle-counted stock; reported variances

# Assembler (Light Manufacturing)

Assembled components per work instructions; verified torque/fit

Used hand/power tools safely; maintained ESD or PPE as required

Inspected parts; recorded measurements and counts

Packaged and labeled finished goods per SOP