Job History Master

Role → bullets library for the Resume Workshop app. Click-to-insert duties; students can edit.

# Line Cook

* Worked safely around hot equipment and sharp tools
* Kept stations clean and organized; followed prep lists
* Handled deliveries and rotated stock; kept walkways clear
* Stayed on pace to meet production during rushes

# Prep Cook

* Followed prep lists; measured and portioned ingredients accurately
* Maintained knife safety and sanitation practices
* Labeled and dated items; rotated stock (FIFO)

# Dishwasher

* Operated dish machine safely; mixed chemicals per instruction
* Kept floors dry and clear; maintained clean work zones
* Sorted and staged wares to the correct stations

# Server

* Communicated with customers and team under time pressure
* Handled cash counts and hand-offs accurately
* Kept stations clean; restocked and closed down per checklist

# Barista

* Followed recipes and equipment safety steps precisely
* Kept stations stocked and organized during rushes
* Cleaned and descaled equipment per schedule

# Cashier

* Operated POS accurately; balanced tills
* Handled returns and exchanges per policy
* Maintained clean counter and entry area

# Retail Associate

* Stocked shelves and organized inventory backroom
* Assisted customers and answered product questions
* Completed cycle counts and price changes

# Stocker

* Unloaded trucks; staged product on pallets safely
* Used pallet jacks/hand trucks with proper PPE
* Kept aisles clear and packaging debris contained

# Warehouse Associate

* Picked and packed orders to spec; verified counts
* Staged materials and kept aisles clear of hazards
* Followed scanner prompts and labeling procedures

# Order Selector

* Pulled items by location code; scanned and confirmed picks
* Shrink-wrapped pallets; staged for outbound dock
* Met hourly accuracy and production targets

# Shipping & Receiving

* Checked bills of lading; verified counts and damage
* Labeled and routed freight per warehouse map
* Coordinated dock appointments with drivers

# Material Handler

* Moved materials safely with carts and pallet jacks
* Maintained clear walkways; staged loads at work areas
* Counted, labeled, and stored materials per plan

# Forklift Operator (trainee/experience)

* Followed spotter signals; maintained safe speeds and clear sightlines
* Conducted pre-shift checks; reported defects immediately
* Stacked and unstacked loads within racking safely

# Delivery Driver (Non-CDL)

* Pre-tripped vehicle; secured loads with straps
* Used maps/apps; met time windows safely
* Completed delivery logs and customer signatures

# Mover

* Lifted, carried, and staged furniture safely with team
* Protected floors/walls; used dollies and ramps correctly
* Loaded trucks with proper weight distribution

# Janitor

* Used chemicals/equipment per safety guidance; kept areas hazard-free
* Completed checklists and documented work reliably
* Responded to spills and hazards promptly

# Custodian

* Set up rooms and event spaces per diagrams
* Moved materials and trash safely; maintained clear egress
* Performed basic maintenance tasks under supervision

# Housekeeper

* Cleaned rooms/areas to standard; restocked supplies
* Handled laundry safely; kept carts organized
* Followed checklists and inspected final results

# Security Guard

* Monitored access points; checked badges/IDs
* Completed incident reports with clear details
* Patrolled areas and reported hazards promptly

# Landscaper/Groundskeeper

* Operated mowers/trimmers safely; used PPE
* Loaded/unloaded equipment and materials
* Maintained clean, hazard-free walkways and work zones

# Construction Laborer (general)

* Maintained clean, safe work areas and clear access routes
* Staged materials and tools; assisted crew tasks
* Followed directions, signals, and site safety rules

# Demolition Laborer

* Set up dust control and containment per plan
* Sorted debris; loaded dumpsters safely
* Used hand tools and PPE per hazard assessment

# Traffic Control/Flagger

* Set up and broke down traffic control safely
* Used hand signals and radios; maintained clear communication
* Monitored work zone and adjusted flow with crew

# Tool Room Attendant

* Issued/received tools; logged serials and conditions
* Performed basic inspections; reported missing/damaged items
* Kept tool room organized and stocked

# Parts Counter

* Identified parts by model/spec; checked availability
* Processed orders and returns; maintained records
* Communicated with techs and vendors to meet timelines

# Facilities Porter

* Collected and removed trash/recycling safely
* Swept, mopped, and maintained common areas
* Reported hazards and maintenance needs promptly

# Event Setup Crew/Stagehand

* Loaded/unloaded trucks; moved cases with team
* Set up stages, pipe/drape, and seating per plan
* Followed signals; maintained cable and trip hazard control

# Maintenance Helper

* Assisted techs with basic repairs and PM tasks
* Staged parts and tools; kept work orders organized
* Cleaned work areas and documented task completion

# Painter Helper

* Prepped surfaces; masked and protected finishes
* Mixed paint and set up equipment per instruction
* Maintained ventilation and clean work zones

# Drywall/Lather Helper

* Staged sheets and fasteners; maintained lifts safely
* Assisted with layout and cutting; kept debris contained
* Loaded out scraps and swept areas regularly

# Flooring Helper

* Prepped subfloors; staged materials
* Cut and laid flooring under guidance; kept lines true
* Maintained clean edges and waste control

# Concrete Laborer

* Staged forms and rebar; tied wire under direction
* Placed and finished concrete with proper tools
* Cleaned tools and managed washout areas safely

# Mason Tender

* Mixed and supplied mortar; staged brick/block
* Kept lines supplied and scaffold safe
* Maintained clean, clear work areas

# Carpenter Helper

* Assisted with layout and framing tasks; verified measurements
* Used hand/power tools safely under supervision
* Kept work areas organized and free of trip hazards

# Roofer Helper

* Moved bundles safely; used fall protection per plan
* Kept debris controlled and roof penetrations protected
* Staged materials at cut stations and ridge lines

# HVAC Helper

* Moved duct and equipment; staged lifts and ladders
* Assisted with fastening and sealing; labeled runs
* Maintained clean mechanical rooms and roof areas

# Electrical Helper

* Pulled wire; assisted with conduit measuring and layout
* Labeled circuits and maintained organized work areas
* Followed lockout/tagout and PPE guidance

# Plumbing Helper

* Staged pipe, fittings, and supports; kept counts
* Assisted with cuts, clean/deburr, and threading under supervision
* Maintained clean, safe work areas and access routes

# Sheet Metal Helper

* Staged sheet and fittings; assisted with layout
* Used snips and brakes safely; deburred edges
* Labeled and delivered parts to install crews

# Ironworker Helper

* Rigged and landed materials with spotter signals
* Bolted up connections; kept hardware accounted for
* Maintained tie-off and drop zone controls

# Glazier Helper

* Moved glass safely with suction tools and carts
* Assisted with setting and sealing per drawings
* Maintained clean glazing areas and debris control

# Welder/Fabrication Helper

* Prepped material; cleaned weld areas and fit-up
* Used grinders and basic tools with PPE
* Maintained organized parts and heat control records as directed

# Grounds/Right-of-Way Helper

* Supported rigging and controlled lower operations
* Maintained chainsaw PPE zones per instruction
* Chipped and staged brush safely; kept work areas clear

# Warehouse Clerk

* Completed data entry for receipts/issues
* Printed labels and maintained files accurately
* Coordinated with drivers and floor leads on priorities

# Assembler (Light Manufacturing)

* Followed work instructions; used small tools safely
* Completed QC checks and documented results
* Packed finished goods and labeled correctly