



Reading a job description

Read through the job description below. Once you're done, you can try out the activities on the following pages to help you understand what you've read.



Cashier wanted

Foods Galore is seeking a full-time Cashier to join our team! As a Foods Galore Cashier, you will be responsible for helping our customers at checkout, and ensuring that every customer has a pleasant experience at our store. Remember, the Cashier is usually the last person a customer sees before leaving, and our Cashiers do their best to make sure that each customer leaves with a smile on their face!

Cashier responsibilities:

- Scanning customer items
- Making sure items are priced correctly
- Applying sales codes or coupons to customers' purchases
- Operating the cash register, taking payments from customers, and making change as necessary
- Providing receipts to customers
- Bagging all customers' purchases
- Keeping the cash area clean
- Answering customers' questions
- Relaying customer feedback to Foods Galore

Experience and skills required:

- Strong customer service skills
- Comfortable standing for long periods of time
- Comfortable with basic math skills, like addition and subtraction
- Able to lift a minimum of 25 pounds
- Previous experience as a Cashier is an asset

Compensation:

- \$15/hour
- Medical and dental benefits
- 10 paid vacation days per year

Does this position sound right for you? If so, send your resume and cover letter to jobs@foodsgalore.ca. Make sure to include "Application for Full-time Cashier" in the subject line.



Activity 1

Finding the information you need

Reading job descriptions can be difficult. There's a lot of information in one place, and sometimes it's hard to know how to find the information you're looking for. It can be helpful to ask yourself what you want to learn about the job. Then you can identify a few keywords that will help you find your answers in the job description.

Have a look at the questions below, and the keywords that have been identified. Use these keywords to find your answers.

| Important questions | Keywords | Answers |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------|
| How many hours a week will this person work? | <ul style="list-style-type: none"> • hours • full-time • part-time | |
| How much does the job pay? | <ul style="list-style-type: none"> • \$ • salary • compensation • wages | |
| Does the job offer any benefits? | <ul style="list-style-type: none"> • benefits • vacation • insurance | |
| What skills or experience do I need to have for this job? | <ul style="list-style-type: none"> • skills • experience • requirements | |
| What will I have to do at work if I get this job? | <ul style="list-style-type: none"> • responsibilities • duties • tasks | |
| How do I apply to this job? | <ul style="list-style-type: none"> • apply • application • resume • cover letter | |



Activity 2 Reflecting after reading

After you've read a job description, it can be helpful to think about if the job is the right fit for you before you make a decision about whether or not to apply. You can do this by making connections between your own life and what you've read.

Let's practice. Use the questions below to reflect on the job description you've just read.

Am I interested in working for this kind of company? Why, or why not?

What parts of the job do I think I would be good at?

What parts of the job would be hard for me? Is there anything I don't know how to do?

What parts of the job am I interested in learning?

What concerns do I have about this job?



Try using these questions the next time you read a job description.