



The
Careers
Service.



Handout

Skills for Part-Time Jobs

Bar worker

- a friendly and outgoing person
- honest and trustworthy
- good at handling cash and memorising orders
- tactful, but firm, when dealing with difficult customers
- have good organisational and numerical skills.

Most employers look for people with outgoing, pleasant personalities and the right attitude, rather than qualifications

Waiter/Waitress

- to be welcoming, friendly and polite
- excellent communication skills and memory
- to work quickly and stay calm under pressure
- to be aware of health and safety issues
- to be able to deal with bills and payments
- an interest in food and drink.
- skills in maths and English

Most employers look for people with an outgoing and pleasant personality.

Shop Assistant

- have an approachable, polite manner
- have good communication skills
- have a smart personal appearance
- possess good numeracy and keyboard skills
- enjoy providing a good level of customer service.

Employers usually look for a good general education and pleasant personality.

Kitchen assistant/Porter

- stamina and enthusiasm
- to be able to work quickly and efficiently
- to work well in a team
- good communication skills
- high standards of personal hygiene
- an interest in food and catering

Some employers may prefer candidates with a food hygiene certificate and/or experience of working in a kitchen.

Admin/Clerical/Office worker

- good interpersonal and communication skills
- able to work to tight deadlines
- able to manage several projects at once and prioritise their workload
- work well with personnel from all levels
- have an interest in business and commerce

Employers are likely to ask for four or five GCSEs (A-C/1-3), including English and maths, or equivalent. Work experience in an office environment is useful.

Customer Service/Call Centre worker

- have excellent communication skills
- be polite, confident and friendly

- understand the needs of customers
- enjoy working with people and be interested in the employer's business.
- be interested in working with the public.

Employers may require some GCSEs/S grades, especially English and maths. Previous experience of working with people is particularly useful.

Care Workers

- able to relate to people of all ages and gauge feelings well
- excellent communicators and listeners
- sensitive to different cultures and religions
- caring and patient
- interested in the care and well-being of people
- interested in offering practical support to help people.

Some care roles will require candidate to eventually achieve NVQ/SVQ Level 2 in Health and Social Care.

Interpreting Work

- have an excellent command of their own language and at least one other
- understand how foreign languages are used by native speakers
- have a clear, fluent speaking voice
- be confident and quick-thinking
- have a good memory, concentration and stamina
- be discreet, honest and responsible.

Employers usually require a high level of fluency in a second language.

Translation Work

- be fluent in one or more foreign languages
- have an excellent command of their own language
- write clearly and pay great attention to detail
- have good IT and keyboard skills
- enjoy working with foreign languages.

Employers usually require candidates to be on a language degree, a language degree including translation, or a combined degree in languages with another subject.

Childcare

- caring and have a responsible approach
- good with children
- patient, calm and efficient
- Think creatively
- genuinely interested in children

Employers will require varying levels of qualifications depending on the type of child care role.

Marketing/Promotional Work

- have knowledge of a wide range of marketing techniques and concepts
- be an excellent communicator
- be able to respond well to pressure
- think creatively

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IT/Web Designing Work

- have skills in software programming and graphics
- have creativity and imagination
- be adaptable and able to pick up new techniques
- have good interpersonal and communication skills
- keep up to date with advances in computer technology and how this affects the business environment

Most employers are looking for candidates to be studying for a relevant degree and/or have relevant work experience and vocational skills.