

SAMPLE JOB DESCRIPTIONS

MCDONALDS, Dover, DE

Summer 2014

Crew Member

- Assisted customers with food purchases in a professional and courteous manner
- Operated a computerized cash register handling over 300 transactions daily
- Prepared food in an appetizing manner according to company recipes
- Assisted with the training of new crew members in various restaurant capacities
- Maintained cleanliness of all working areas to promote proper sanitation
- Recognized as Employee of the Month during July 2014

MACY'S, Dover, DE

September 2014 to December 2014

Sales Associate

- Assisted customers with clothing and product selection in the Children's Department
- Operated a computerized cash register responsible for over \$2000 in daily sales
- Organized and arranged clothing on shelves and racks to ensure quick sales
- Assisted with inventory processes monthly in a team oriented environment

HOLLY CROSS ACADEMY, Newark, DE

January 2015 – Present

Editor of Newspaper

- Responsible for reviewing and making revisions for news articles submitted by student reporters
- Lead brainstorming sessions regarding article topics and selections for each issue
- Work with printing department and advisor to ensure each edition of paper is completed
- Wrote weekly "Letter to the Editor" column for the newspaper

SMITH FAMILY, Dover, DE

Summer 2014

Babysitter

- Supervised two children ages 4 and 5 for a private family
- Organized educational , recreational and social activities during the day, resolving conflicts
- Prepared nutritious meals for the kids and supervised nap time
- Responsible cleaning and sanitizing the children, play and eating area

PANTHERS BASKETBALL TEAM, Newark, DE

February 2015 to January 2016

Team Captain

- Motivated team members to achieve both team and personal goals
- Monitored the academic performance of team members in and out of class
- Led practice drills during events and communicated with coaches regarding instructions
- Participated in community events for fundraising and youth events