Hotel and Food Pathway

## Major Job Duties:

- Provide a variety of hospitality services to guests/customers
- Maintain a clean and professional work environment
- Collaborate with other team members to ensure guests/customers needs are met
- Ensure adequate amenities for guests/customers

Worker Characteristics

- Customer service oriented
- Interpersonal skills
- Detail oriented
- Organized
- Mindful of safety for self and guests/customers


## Academic Competencies

 Click on the academic competencies link to see the knowledge, skills, and abilities for each job
## Click here for careers!

 Median Annual Salary: \$20,250-\$21,820 Number currently employed: 37,780 Annual Openings: 1,180 Short-term, on the job trainingBaggage Porters and
Bellhops
Median Annual Salary: \$19,450-\$22,260 Number currently employed: 410 Annual Openings: 10 Short-term, on the job training


## Meeting, Convention and Event Planner Median Annual Salary: employed: 1,890 Annual Openings: 40 Five years work experience

 \$41,330-\$47,350 Number currently employed: 2,540 Annual Openings: 50 Bachelor's degree
## Baker

Median Annual Salary: \$23,770-\$25,090 Number currently employed: 8,130 Annual Openings: 210 Long-term on the job training

Restaurant Cook Median Annual Salary: \$22,560-\$24,140 Number currently employed: :35,940 Annual Openings: 1,420 Moderate-term on the job training

Lodging Manager Median Annual Salary: \$42,970-\$51,840 Number currently

Chefs and Head Cooks Median Annual Salary: \$37,920-\$43,180 Number currently employed: 3,730 Annual Openings: 90 Five years or more work experience


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- Interpersonal skills
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## to






## Housekeeping

 Median Annual Salary: \$20,250-\$21,820 Number currently employed: 37,780 Annual Openings: 1,180 Short-term, on the job trainingBaggage Porters and Bellhops
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Hotel and Food Pathway


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Lodging Manager Median Annual Salary: \$42,970-\$51,840 Number currently employed: 1,890 Annual Openings:40 Five years work experience

Chefs and Head Cooks

## Desk Clerk

Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys or cards, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements to and collecting
payments from departing guests.

| Warters and | Annual Openings: 210 |
| :--- | :--- |
| waitresses | Long-term on the job |
| Median Annual Salary: | training | training

Restaurant Cook Median Annual Salary: \$22,560-\$24,140 Number currently employed: :35,940 Annual Openings: 1,420 Moderate-term on the job training

## Major Job Duties:

- Provide a variety of hospitality services to guests/customers
- Maintain a clean and professional work environment
- Collab ensure
- Ensur Assist patrons at hotel, apartment, or office building with personal services. May take messages, arrange or give advice on transportation, business services or entertainment, or guests


## Worker Characteristics

- Customer service oriented
- Interpersonal skills
- Detail oriented
- Organized
- Mindful of safety for self and guests/customers


## Academic Competencies

Click on the academic competencies link to see the knowledge, skills, and abilities for each job
monitor guest requests for housekeeping and maintenance.

## Click here for careers!

## to

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Concierge Median Annual Salary: \$22,920-\$29,250 Number currently employed: 560 Annual Openings: 20 Moderate-term on the job training

## Housekeeping

 Median Annual Salary: \$20,250-\$21,820 \$20,250-\$21,820Number currently employed: 37,780 Annual Openings: 1,180 Short-term, on the job training

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Chefs and Head Cooks Median Annual Salary:
employed: 3,730 Annual Openings: 90 Five years or more work experience


## Waiters and

 waitresses Median Annual Salary: \$19,040-\$19,990 Number currently employed: 86,430 Annual Openings: 4,270 Short-term, on the job training
## Food Preparation

 WorkersMedian Annual Salary: \$19,810-\$21,440 Number currently employed: 22,220 Annual Openings: 790 Short-term, on the job training Annual Openings: 210 Long-term on the job training

Restaurant Cook Median Annual Salary: \$22,560-\$24,140 Number currently employed: :35,940 Annual Openings: 1,420 Moderate-term on the job training
experience \$37,920-\$43,180 Number currently
knowledge, skills, and abilities for each job

## Major Job Duties:

- Provide a variety of hospitality services to guests/customers
- Maintain a clean and profess environment

Meeting, Convention, and Event Planner
Coordinate activities of staff, convention personnel, or clients to make arrangements for
staff, convention personnel, or clients to
group meetings, events, or conventions.

- Collaborate with other team members to ensure guests/customers needs are met
- Ensure adequate amenities for guests/customers


## Worker Characteristics

- Customer service oriented
- Interpersonal skills
- Detail oriented
- Organized
- Mindful of safety for self and guests/customers


## Academic Competencies

Click on the academic competencies link to see the

## Click here for careers!

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job training

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Hotel and Food Pathwav

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## Worker Characteristics

- Customer service oriented
- Interpersonal skills
- Detail oriented
- Organized
- Mindful of safety for self and guests/customers


## Academic Competencies

Click on the academic competencies link to see the knowledge, skills, and abilities for each job

Lodging Manager
Plan, direct, or coordinate activities of an organization or department that provides lodging and other accommodations.

Housekeeping Median Annual Salary: \$20,250-\$21,820 Number currently employed: 37,780 Annual Openings: 1,180 Short-term, on the job training

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Hotel and Food Pathway

## Academic Competencies

Click on the academic competencies link to see the knowledge, skills, and abilities for each job

## Major Job Duties:

- Provide a variety of hospitality services to guests/customers
- Maintain a clean and professional work environment
- Collaborate with other team members to ensure guests/customers needs are met
- Ensure adequate amenities for guests/customers


## Worker Characteristics

- Customer service oriented
- Interpersonal skills
- Detail oriented
- Organi
- Mindfu Mindfu Take orders and serve food a
guests/customer's


## Click here for careers!

## to





Hotel and Food Pathway

## Major Job Duties:

- Provide a variety of hospitality services to guests/customers
- Maintain a clean and professional work environment
- Collaborate with other team members to ensure guests/customers needs are met
- Ensure adequate amenities for guests/customers


## Worker Characteristics

- Customer service oriented
- Interpersonal skills
- Detail oriented
- Organized
- Mindful of safety for self and guests/customers


## Academic Competencies

Click on the-academic compete knowled Perform a variety of food preparation duties other than cooking, such as preparing cold abilities for each job

## Click here for careers!

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Lodging Manager Median Annual Salary: \$42,970-\$51,840 Number currently employed: 1,890 Annual Openings:40 Five years work experience

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## Hotel and Food Pathway

## Worker Characteristics

- Customer service oriented
- Interpersonal skills
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## Academic Competencies

Click on the academic competencies link to see the knowledge, skills, and abilities for each job

Major Job Duties:

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- Maintain a clean and professional work environment
- Collaborate with other team members to ensure guests/customers needs are met
- Ensure adequate amenities for guests/customers


## Click here for careers!

- 




Baker
Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other
baked goods. baked goods.


Lodging Manager Median Annual Salary: \$42,970-\$51,840 Number currently employed: 1,890 Annual Openings:40 Five years work experience

Chefs and Head Cooks Median Annual Salary: \$37,920-\$43,180 Number currently employed: 3,730 Annual Openings: 90 Five years or more work experience

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- Provide a variety of hospitality services to guests/customers
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- Customer service oriented
- Interpersonal skills
- Detail oriented
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- Mindful of safety for self and guests/customers

Academic Competencies
Click on the academic competencies link to see the knowledge, skills, and abilities for each job

## Click here for careers!

## to



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Hotel and Food Pathway

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- Provide a variety of hospitality services to guests/customers
- Maintain a clean and professional work environment
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- Ensure adequate amenities for guests/customers


## Worker Characteristics

- Customer service oriented
- Interpersonal skills
- Detail oriented
- Organized
- Mindful of safety for self and guests/customers


## Academic Competencies

Click on the academic competencies link to see the knowledge, skills, and abilities for each job

## Click here for careers!



## Meeting, Convention,

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Chefs and Head Cooks Median Annual Salary: \$37,920-\$43,180 Number currently employed: 3,730 Annual Openings: 90 Five years or more work experience

## Academic Competencies

Click the individual occupation for additional information on the knowledge, skills, and abilities.

## Click here for careers!



## Desk Clerk

Median Annual Salary: \$19,630-\$22,070 Number currently employed: 6,490 Annual Openings: 380 Short-term, on the job training \$20,250-\$21,820 Number currently employed: 37,780 Annual Openings: 1,180 Short-term, on the job training

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Chefs and Head Cooks Median Annual Salary: \$37,920-\$43,180 Number currently employed: 3,730 Annual Openings: 90 Five years or more work experience

## Housekeeping ${ }^{X}$

## Knowledge

## Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

## English Language

Knowledge of the structure and content of the English language.

| Skills |
| :--- |
| Service Orientation |
| Actively looking for ways to help people. |
| Coordination <br> Adjusting actions in relation to others' <br> actions. |
| Active Listening <br> Giving full attention to what other people are <br> saying, taking time to understand the points <br> being made, asking questions as appropriate, <br> and not interrupting at <br> inappropriate times. |
| WorkKeys |
| Applied Mathematics 1 |
| Reading for Information 3 |
| Locating Information 3 |

Actively looking for ways to help people.

## Coordination

Adjusting actions in relation to others' actions.

## Active Listening

Giving full attention to what other people are saying, taking time to understand the points and not interrupting at inappropriate times.

## WorkKeys

Applied Mathematics 1

## mation 3

Locating Information 3

## Abilities

## Extent Flexibility

The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.

## Trunk Strength

The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

## Stamina

The ability to exert yourself physically over long periods of time without getting winded or out of breath.

## Baggage Porters and Bellhops

## Knowledge

## Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

## English Language

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

## Public Safety and Security

Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

## Skills

## Service Orientation

Actively looking for ways to help people.

## Active Listening

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

## Speaking

Talking to others to convey information effectively.

| WorkKeys |
| :--- |
| Applied Mathematics 1 |
| Reading for Information 3 |
| Locating Information 3 |

## Abilities

## Oral Comprehension

The ability to listen to and understand information and ideas presented through spoken words and sentences.

## Trunk Strength

The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

## Oral Expression

The ability to communicate information and ideas in speaking so others will understand.

## Desk Clerk $\mathbf{X}$

## Knowledge

## Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

## English Language

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

## Public Safety and Security

Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

| Skills |
| :--- |
| Social Perceptiveness <br> Being aware of others' reactions and <br> understanding why they react as they do. |
| Speaking <br> Talking to others to convey information <br> effectively. |
| Service Orientation <br> Actively looking for ways to help people. <br> WorkKeys <br> Applied Mathematics 4 <br> Reading for Information 4 <br> Locating Information 4 |

## Abilities

## Oral Comprehension

The ability to listen to and understand information and ideas presented through spoken words and sentences.

## Oral Expression

The ability to communicate information and ideas in speaking so others will understand.

## Speech Clarity

The ability to speak clearly so others can understand you.

## X <br> Concierge

## Knowledge

## Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

## English Language

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

## Clerical

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

## Skills

## Service Orientation

Actively looking for ways to help people.

## Active Listening

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at
inappropriate times.

## Social Perceptiveness

Being aware of others' reactions and understanding why they react as they do.

## Abilities

## Oral Expression

The ability to communicate information and ideas in speaking so others will understand.

## Oral Comprehension

The ability to listen to and understand information and ideas presented through spoken words and sentences.

## Speech Clarity

The ability to speak clearly so others can understand you.

## Meeting, Convention, and Event Planner

## Knowledge

## Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

## English Language

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

## Communications and Media

Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media
Skills

## Active Listening

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

## Reading Comprehension

Understanding written sentences and paragraphs in work related documents.

## Speaking

Talking to others to convey information effectively.

| WorkKeys |
| :--- |
| Applied Mathematics 4 |
| Reading for Information 5 |
| Locating Information 4 |

## Abilities

## Oral Comprehension

The ability to listen to and understand information and ideas presented through spoken words and sentences.

## Oral Expression

The ability to communicate information and ideas in speaking so others will understand.

## Speech Recognition

The ability to identify and understand the speech of another person.

## Lodging Manager

## Knowledge

## Administration and Management

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

## English Language

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

## Personnel and Human Resources

Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

## Skills

## Active Listening

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

## Service Orientation

Actively looking for ways to help people.

## Management of Personnel Resources

Motivating, developing, and directing people as they work, identifying the best people for the job.

| WorkKeys |
| :--- |
| Applied Mathematics 5 |
| Reading for Information 5 |
| Locating Information 4 |

## Abilities

## Oral Comprehension

The ability to listen to and understand information and ideas presented through spoken words and sentences.

## Oral Expression

The ability to communicate information and ideas in speaking so others will understand.

## Problem Sensitivity

The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

## Waiters and waitresses

## Knowledge

## Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

## Food Production

Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.

| Skills |
| :--- |
| Active Listening <br> Giving full attention to what other people are <br> saying, taking time to understand the points <br> being made, asking questions as appropriate, <br> and not interrupting at inappropriate times. <br> Social Perceptiveness <br> Being aware of others' reactions and <br> understanding why they react as they do. <br> Service Orientation <br> Actively looking for ways to help people. <br> WorkKeys <br> Applied Mathematics 3 <br> Reading for Information 3 <br> Locating Information 4 |

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

## Social Perceptiveness

Being aware of others' reactions and understanding why they react as they do.

## Service Orientation

Actively looking for ways to help people.

## WorkKeys

Applied Mathematics 3
Reading for Information 3
Locating Information 4

## Abilities

## Oral Comprehension

The ability to listen to and understand information and ideas presented through spoken words and sentences.

## Oral Expression

The ability to communicate information and ideas in speaking so others will understand.

## Speech Recognition

The ability to identify and understand the speech of another person.

## Food Preparation Workers

## Knowledge

## Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

## Administration and Management

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

## Public Safety and Security

Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

| Skills |
| :--- |
| Active Listening <br> Giving full attention to what other people are <br> saying, taking time to understand the points <br> being made, asking questions as appropriate, <br> and not interrupting at inappropriate times. <br> Coordination <br> Adjusting actions in relation to others' <br> actions. <br> Service Orientation <br> Actively looking for ways to help people. <br> WorkKeys <br> Applied Mathematics 3 <br> Reading for Information 3 <br> Locating Information 3 |

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

## Coordination

Adjusting actions in relation to others' actions.

## Service Orientation

Actively looking for ways to help people.

## WorkKeys

Applied Mathematics 3
Reading for Information 3
Locating Information 3

## Abilities

## Near Vision

The ability to see details at close range (within a few feet of the observer).

## Arm-Hand Steadiness

The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

## Manual Dexterity

The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

## Baker

## Knowledge

## Production and Processing

Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

## Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

## Food Production

Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.

## Skills

## Monitoring

Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

## Active Learning

Understanding the implications of new information for both current and future problem-solving and decision-making.

## Active Listening

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

| WorkKeys |
| :--- |
| Applied Mathematics 4 |
| Reading for Information 4 |
| Locating Information 4 |

## Abilities

## Oral Comprehension

The ability to listen to and understand information and ideas presented through spoken words and sentences.

## Oral Expression

The ability to communicate information and ideas in speaking so others will understand.

## Near Vision

The ability to see details at close range (within a few feet of the observer).

## Restaurant Cook

Knowledge

## Food Production

Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.

## Production and Processing

Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

## English Language

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

## Skills

## Coordination

Adjusting actions in relation to others' actions.

## Monitoring

Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. Being aware of others' reactions and understanding why they react as they do.

## Active Listening

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

## WorkKeys

Applied Mathematics 4

## Reading for Information 4

Locating Information 4

## Abilities

## Problem Sensitivity

The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

## Arm-Hand Steadiness

The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

## Information Ordering

The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Knowledge

## Food Production

Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.

## Production and Processing

Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

## Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction

## Skills

## Monitoring

Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

## Coordination

Adjusting actions in relation to others' actions.

## Speaking

Talking to others to convey information effectively.

## WorkKeys

Applied Mathematics 4
Reading for Information 4
Locating Information 3

## Abilities

## Oral Comprehension

The ability to listen to and understand information and ideas presented through spoken words and sentences.

## Oral Expression

The ability to communicate information and ideas in speaking so others will understand.

## Problem Sensitivity

The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

