



Easy Reading
Career Planning Series

Job Profiles Help for Career Advisors





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About This Guide

The Easy Reading Career Planning Series encourages adults with low literacy skills to seek the support of a career advisor or tutor to help them with their career decision-making. *Job Profiles: Help for Career Advisors* accompanies the Easy Reading job profiles. This guide provides

- information on the intended audience and reading level of the Easy Reading job profiles
- a sample profile with descriptions of each section
- information on how to use the profiles and associated resources
- quick-reference charts to help you look up jobs and profiles

Easy Reading Career Planning Series

This guide is part of the Easy Reading Career Planning Series. The series was developed to help adults with low literacy skills or English as a Second Language (ESL) expand their knowledge of occupations and choose an occupational goal. Although every effort has been made to write at a Grade 2 to 3 reading level, the level may be higher at times because of the need to include difficult words essential to a particular occupation.

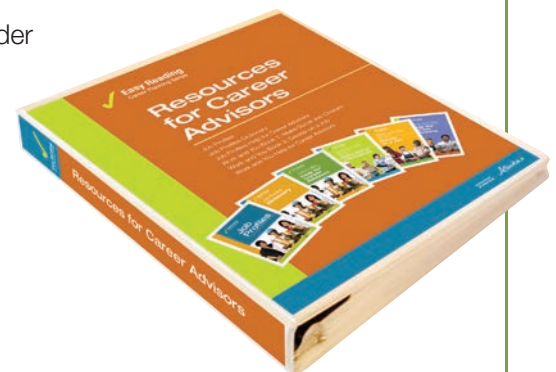
Easy Reading Career Planning Series publications are available on the Alberta Learning Information Service (ALIS) website at alis.alberta.ca/ERadvisors.

Binder inserts

For your convenience, a downloadable binder cover and spine insert is available at

alis.alberta.ca/ERadvisors

to help you organize the Easy Reading Career Planning Series.



Job or occupation?

Many people make no distinction between occupations (groups of similar jobs) and jobs. They use the two terms interchangeably. For this reason, and for ease of reading, the Easy Reading job profiles, dictionary and *Work and You* books use the term “job” in place of “occupation.”



Job profiles

The **Easy Reading job profiles** describe 24 occupations selected by a group of career development, literacy, ESL and clear language specialists. Each profile

- provides information on employment opportunities and a starting point for further career options
- is based on an equivalent occupational profile found in OCCinfo at alis.alberta.ca/occinfo
- includes a story of someone in the job, as well as information on duties, working conditions, personal characteristics, hourly wages and related jobs
- is available to download individually or by job group (cluster)

The **Easy Reading Dictionary** is a supplementary tool for use with the Easy Reading job profiles and other Easy Reading Publications. The dictionary

- provides definitions of workplace terms, words specific to a particular occupation, words with more than one meaning and symbols used in the profiles
- can be used by clients to look up the meaning of the difficult words or phrases in bold throughout the profiles
- is available as a downloadable PDF publication or a web version



Work and You books

The *Work and You* books take clients step by step through an abbreviated career planning process. Clients are encouraged to work through each step of the books beginning with Book 1. Throughout the books, clients are advised to talk to their career advisors and tutors if they need help.

Work and You Book 1: Make Some Job Choices uses stories, checklists and exercises to help clients create a short list of jobs to investigate.

Work and You Book 2: Decide on a Job has clients research and evaluate the short list of jobs they created in Book 1. In the end, they will choose an occupational goal to pursue.

Work and You Help for Career Advisors helps advisors walk clients through each step of the *Work and You* books. This guide includes

- objectives and strategies
- supplemental activities
- other resources to help support clients with career decision-making





Other resources

Easy Reading Find a Job

This guide uses stories and exercises to help clients with low literacy skills find the job they want. *Easy Reading Find a Job* covers important topics such as: how to write a resumé and cover letter, where to look for a job, how to fill out application forms and how to have a good interview.

Easy Reading Find a Job: Help for Career Advisors helps advisors walk clients through the job search process. The guide includes objectives and strategies, supplemental activities and other resources to help advisors support clients in finding the job they want.

OCCinfo (occupational profiles)

alis.alberta.ca/occinfo

With OCCinfo you can help clients

- find detailed information on over 500 occupations in Alberta, including educational requirements, advancement opportunities and occupational trends and forecasts
- search for occupations by title, fields of study, high school subject, wage/salary and industry
- help clients find occupations not listed in the Easy Reading Career Planning Series

Occupational videos

alis.alberta.ca/occvideo

ALIS has over 200 short career video clips that

- profile people in real work situations during a typical day at work
- can be searched by keyword, category or alphabetically
- help clients learn what it's like to work in a specific occupation
- answer many of their questions, for example, about the rewards and challenges of the job



About the Easy Reading Job Profiles

Do you work with adults with low literacy skills or English as a Second Language (ESL)? Do you help them with their career planning? The Easy Reading job profiles provide occupational information written at a lower reading level.

In the next few pages, you will find information about the intended audience and reading level of the Easy Reading job profiles, along with a sample job profile.

Audience

The Easy Reading job profiles will help adults with low literacy or ESL to

- expand their knowledge of occupations
- identify and learn about their career options
- improve their ability to read and understand employment-related materials

The Easy Reading job profiles were selected and adapted by a group of career development, literacy, ESL and clear language specialists. Occupations chosen for the Easy Reading profiles are

- achievable and realistic for adults with low literacy skills
- meant to give adults with low literacy skills a starting point for exploring their career options
- reasonably expected to provide employment opportunities
- based on equivalent occupational profiles found in OCCinfo at

alis.alberta.ca/occinfo

Reading level

Every effort has been made to write the profiles at a Grade 2 to 3 reading level. However, the need to include some difficult words essential to a particular occupation means the reading level may be higher in some places. Definitions of difficult words appearing in the profiles can be found in the *Easy Reading Dictionary*. For more information about what the dictionary includes, see page 10.



Sample Easy Reading Job Profile

Section headings in the Easy Reading profiles are different from those in corresponding OCCinfo profiles. For easy reference, in this explanation of the sample profile, the related OCCinfo heading is shown in parentheses following the Easy Reading heading.



The image shows a sample Easy Reading job profile for a Housekeeping Attendant. The profile includes a title, a list of other names for the job, a description of what housekeeping attendants do, and a 'Meet a housekeeping attendant' section featuring a photo of a woman and a list of her duties. The profile is part of the Easy Reading Career Planning Series.

Job Profile Easy Reading Career Planning Series

Housekeeping Attendant

Other names for this job
Chambermaid, hotel room cleaner, housekeeper, room attendant

What do housekeeping attendants do?
Housekeeping attendants work in hotels and motels. They tidy and clean hallways and rooms. For example, bedrooms, bathrooms and meeting rooms. They also put in clean towels and other supplies.

Meet a housekeeping attendant
Emily is a housekeeping attendant in a large hotel.

Here are things that Emily does:

- She vacuums carpets and mops floors.
- She dusts furniture.
- She makes beds. She changes sheets and other bedding.
- She cleans bathrooms. She puts in soap, clean towels and other supplies.
- She empties wastebaskets.

- She refills the supplies on her housekeeping cart.
- Sometimes a hotel guest takes something from a room. She tells her supervisor.

Sometimes there are big events at the hotel. For example, a wedding. Emily and the other housekeeping attendants help clean up after the event.

5 Housekeeping Attendant
alis.alberta.ca/ERadvisors

1 Job title

Some job titles in the Easy Reading job profile have been modified from the OCCinfo job title to aid readability. For a list of Easy Reading job profiles and their corresponding OCCinfo profiles, see Easy Reading Job Profiles at a Glance, page 22.

2 Occupational cluster symbol

See Easy Reading Occupational Clusters on page 9 for a description of the Easy Reading clusters and their symbols.

3 Other names for this job (Also Known As)

This heading does not appear on all profiles. Some occupations either don't have other names, or have other names that are not included in the Easy Reading profiles because they may be difficult to read.

4 What do _____ do?

This is a brief summary of what people in the occupation do and where they work.

5 Meet a _____ (Duties)

This story about someone who works in the occupation describes common duties and the work environment. The stories are fictitious.



6 What is _____ work like? (Working Conditions)

This section describes typical working conditions for the occupation, including shift work, lifting requirements, potential hazards and working outdoors.

7 Do you want to be a _____? (Personal Characteristics)

This section lists the desirable skills and personal characteristics for the occupation. Check boxes are included to help clients identify the skills and characteristics they already have.

8 What education do _____ need? (Educational Requirements)

To improve readability, educational requirements from the corresponding OCCinfo profile have been significantly condensed. Each Easy Reading profile encourages adults with low literacy to ask their career advisor or tutor about working as a housekeeping attendant. You can ask your career advisor or tutor about working as a housekeeping attendant. To improve readability, educational requirements from the corresponding OCCinfo profile have been significantly condensed. Each Easy Reading profile encourages adults with low literacy to ask their career advisor or tutor about further training or about working in the occupation. For that reason, career advisors and tutors should refer to the OCCinfo profile for more details. You can find a list of Easy Reading profiles and their related OCCinfo profiles in Easy Reading Job Profiles at a Glance on page 22.

9 What can _____ do in the future? (Employment and Advancement)

Discussion of employment and advancement opportunities within the Easy Reading profiles is limited. These profiles do not address the trends and employment outlook that the related OCCinfo profiles do. Career advisors and tutors should refer to the corresponding OCCinfo profile for more information. See Easy Reading Job Profiles at a Glance on page 22.

Job Profile

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What is Emily's work like?

Emily works an 8-hour shift. She works from 8 a.m. to 4 p.m. She often has to work on weekends and holidays.

Emily has to stand and walk while she works. She also has to kneel and bend a lot. She has to push and pull things. For example, her housekeeping cart, a vacuum and furniture. Sometimes she has to lift things that can weigh up to 20 kilograms (about 45 pounds).

tip

Do you see words in **bold**? You can look up these words at alis.alberta.ca/ERdictionary.

Do you want to be a housekeeping attendant?

- You need to be healthy and strong.
- You must be clean and tidy.
- You must be able to understand **instructions**. For example, the supervisor may tell you what to do.
- You must like to use machines. For example, a vacuum cleaner and floor polisher.
- You must like to do things in the same order. For example, first you change the bedding. Then you dust. Then you vacuum.

What education do housekeeping attendants need?

Housekeeping attendants learn on the job. They don't need a high school diploma.

You can ask your career advisor or tutor about working as a housekeeping attendant.

What can housekeeping attendants do in the future?

Some housekeeping attendants may become supervisors. Supervisors may need a high school diploma.

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Housekeeping Attendant
alis.alberta.ca/ERjobprof



10 How much does a _____ make? (*Salary*)

This section provides hourly wages. For most profiles, it gives the lowest starting (5th percentile) hourly wage and highest top (95th percentile) hourly wage from the 2013 Alberta Wage and Salary Survey. In cases where the highest top wage is unusually far from the average wage, the average starting and top wage rates are used instead. In the situation where the minimum wage has risen above the lowest starting wage from the 2013 survey data, then the minimum wage is used instead.

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Job Profile

Easy Reading
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How much does a housekeeping attendant make?
A housekeeping attendant usually makes between \$10.50 and \$24.22 per hour. Housekeeping attendants sometimes get tips.

Do you want more information?
You can find the information below at alis.alberta.ca/occinfo. Or you can ask your career advisor or tutor.

- OCCinfo profile: Housekeeping Attendant
- Easy Reading Dictionary

You can also ask your career advisor or tutor about jobs that are like Housekeeping Attendant.

Other jobs to think about

House cleaners work in people's homes. They go from home to home. House cleaners dust, vacuum and wash floors. They may work alone or with other house cleaners. Many house cleaners clean as many as 3 houses in a day.

Janitors or custodians often work in office buildings, factories or schools. They clean hallways, stairs and elevators. They clean washrooms and take out the garbage. They also move furniture and supplies. Sometimes they do small repairs.



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Housekeeping Attendant
alis.alberta.ca/ERadvisors

11 Other jobs to think about (*Related Occupational Profiles*)

This section briefly describes related occupations identified in the corresponding OCCinfo profile that are appropriate for adults with low literacy skills. This information is included to help adults with low literacy identify other occupations they may not have considered.

12 Do you want more information?

This section includes links to the related OCCinfo profile, related video(s), the *Easy Reading Dictionary* and the appropriate occupational cluster. It encourages adults with low literacy to go to alis.alberta.ca/occinfo or to contact their career advisor or tutor to access these resources. Another source for this information is Easy Reading Job Profiles at a Glance on page 22.



Using the Job Profiles and Related Resources

Read this section to find out

- how the Easy Reading profiles relate to the current occupational profiles on the Alberta Learning Information Service (ALIS) website
- how occupational clusters are used in the Easy Reading profiles
- what the *Easy Reading Dictionary* includes

Referencing OCCinfo profiles

You will need to refer to the corresponding OCCinfo profile for each Easy Reading profile to find more detailed information about educational requirements, educational institutions and occupational trends and forecasts. Due to readability and space limitations, Easy Reading job profiles have less detailed information than their corresponding OCCinfo profiles.

Easy Reading occupational clusters

An occupational cluster is a group of occupations with similar job requirements, attributes or interests. Occupations are generally sorted into four major clusters (groups): people, things, ideas, and data or information. Because of the nature of the occupations chosen for the Easy Reading profiles, most of these profiles fit the people and things groups. Ideas and data/information occupations tend to require higher levels of education and communication skills than adults with low literacy typically have and are therefore not included.

To meet the needs of adults with low literacy or English as a Second Language (ESL), occupations in the Easy Reading job profiles have been grouped into eight clusters:



Clean Things



Drive or Move Things



Help or Serve People



Make or Fix Things



Prepare Food



Protect Things or People



Sell Things to People



Work With Living Things

Profiles at a glance

See pages 12-24 for handy charts featuring Easy Reading profiles by common name, by occupational cluster, and by title with a list of related OCCinfo profiles, videos and more.



Each Easy Reading job profile identifies the cluster the occupation belongs to. Clusters in the Easy Reading job profiles have been colour coded to help you quickly identify jobs in each cluster. You can also view, download or print a PDF file of the Easy Reading job profiles grouped by occupational cluster at alis.alberta.ca/ERadvisors.

You can use these eight occupational clusters to help clients think beyond the one or two occupations they may have in mind. For example, the Easy Reading profile Labourer is part of the Make or Fix Things occupational cluster. Clients who show an interest in being a labourer can be referred to other occupations (for example, Carpenter or Roofer) in the Make or Fix Things occupational cluster.

Most of the Easy Reading profiles also include brief descriptions of some related occupations in the same cluster. These are found under the Other Jobs to Think About heading.

For an extensive list of occupations by cluster, see *Jobs Grouped by Occupational Cluster* on page 14.

Easy Reading Dictionary

The dictionary includes definitions of

- workplace terms adults need to know (e.g. “supervisor,” “confidential”)
- words specific to a particular occupation (e.g. “bulldozer,” “production line”)
- words with more than one meaning (e.g. “patient”)
- symbols used throughout the profiles

Where possible, difficult words are explained in the profiles using a few words in brackets or an explanatory sentence following the word(s).

Words needing more explanation are included in the *Easy Reading Dictionary*. Clients can use the dictionary to look up the meaning of the symbols and/or the difficult words or phrases in **bold** throughout the profiles. To help clients who may be reading the profiles online, the bold words in each Easy Reading Job Profile PDF file are hyperlinked to their dictionary definition. There is also a separate PDF file of the dictionary that clients can print out. You can find a copy of the dictionary at alis.alberta.ca/ERdictionary.



You can help adults with low literacy or ESL use the dictionary by

- encouraging them to refer to the dictionary along with the profiles
- helping them look up a few words in a job profile to demonstrate how the dictionary and profiles go together
- demonstrating how to use the dictionary online and in print
- explaining what to do if a difficult word isn't included in the dictionary

Tips for using the profiles with your clients

You can

- encourage your client(s) to explore the Easy Reading job profiles independently and discuss any questions with you
- review specific Easy Reading job profiles directly with your clients
- use resources from the ALIS website with your client(s), such as related OCCinfo profiles, occupational videos and information on occupational clusters. See Easy Reading Job Profiles at a Glance on page 22.
- incorporate use of the profiles into lessons on career planning and job search
- provide further information to client(s) about educational requirements and occupational trends and forecasts found in the related OCCinfo profiles



Jobs Grouped by Common Occupation Name

Use this chart to quickly find Easy Reading job profiles

- by the occupation name your client(s) might ask about
- by the occupation title used in the OCCinfo profiles at alis.alberta.ca/occinfo

Occupation Name	Easy Reading Job Profile
Agricultural Products Processing Machine Operator	Production Worker
Backhoe Operator	Heavy Equipment Operator
Baker	Baker
Bulldozer Operator	Heavy Equipment Operator
Butcher	Meat Cutter
Caretaker	Janitor
Carpenter	Carpenter
Carpet Layer	Floor Covering Installer
Cashier	Counter Person
Cat Groomer	Pet Groomer
Chambermaid	Housekeeping Attendant
Child Care Worker	Day Care Worker
Clerk	Counter Person
Construction Craft Labourer	Labourer
Construction Worker	Labourer
Cook	Cook
Counter Help	Counter Person
Counter Person	Counter Person
Custodian	Janitor
Customer Service Representative	Salesperson
Day Care Worker	Day Care Worker
Delivery Person	Truck Driver
Dishwasher	Kitchen Helper
Dog Groomer	Pet Groomer
Driver	Truck Driver
Dry Cleaner	Dry Cleaning Worker
Dry Cleaning Worker	Dry Cleaning Worker
Early Childhood Educator	Day Care Worker
Factory Worker	Production Worker
Floorcovering Installer	Floor Covering Installer
Food and Beverage Server	Server
Food Store Clerk	Shelf Stocker
Framer	Carpenter



Occupation Name	Easy Reading Job Profile
Front-End Loader Operator	Heavy Equipment Operator
Furniture Mover	Furniture Mover
Gardener	Landscape Gardener
Grocery Clerk	Shelf Stocker
Grounds Worker	Landscape Gardener
Guard	Security Guard
Health Care Aide	Health Care Aide
Health Care Assistant	Health Care Aide
Heavy Equipment Operator	Heavy Equipment Operator
Home Support Worker	Health Care Aide
Hotel Room Cleaner	Housekeeping Attendant
Housekeeper	Housekeeping Attendant
Housekeeping Attendant	Housekeeping Attendant
Janitor	Janitor
Kitchen Helper	Kitchen Helper
Kitchen Helper and Food Assembler	Kitchen Helper
Labourer	Labourer
Landscape Gardener	Landscape Gardener
Materials Handler	Furniture Mover
Meat Cutter	Meat Cutter
Mover	Furniture Mover
Personal Care Attendant	Health Care Aide
Pet Groomer	Pet Groomer
Play School Teacher	Day Care Worker
Power Shovel Operator	Heavy Equipment Operator
Processing Machine Operator	Production Worker
Production Worker	Production Worker
Retail Salesperson	Salesperson
Retail Shelf Stocker	Shelf Stocker
Roofer	Roofer
Room Attendant	Housekeeping Attendant
Sales Clerk	Salesperson
Salesperson	Salesperson
Scraper Operator	Heavy Equipment Operator
Security Guard	Security Guard
Server	Server
Shelf Stocker	Shelf Stocker
Store Clerk	Salesperson
Supermarket Clerk	Shelf Stocker
Support Worker	Health Care Aide
Swamper	Furniture Mover
Truck Driver	Truck Driver
Waiter or Waitress	Server



Jobs Grouped by Occupational Cluster

Use this chart to find occupations suitable for adults with low literacy. Within each cluster, you can quickly find out which jobs

- have a related Easy Reading job profile
- are described in the Other Jobs to Think About section of the Easy Reading profiles
- have a related OCCinfo profile

Since most of these occupations are only available as an OCCinfo profile at a higher reading level, you will want to refer to the occupational profile on the ALIS website at alis.alberta.ca/occinfo.





Clean Things

Job Title	Easy Reading Job Profile	Other Jobs to Think About	OCCinfo Profile
Auto Detailer		Janitor	Auto Detailer
Carpet and Upholstery Cleaner		Dry Cleaning Worker Janitor	Carpet and Upholstery Cleaner
Dishwasher	Kitchen Helper		Kitchen Helper and Food Assembler
Dry Cleaning Worker	Dry Cleaning Worker		Dry Cleaning Worker
House Cleaner		Housekeeping Attendant	House Cleaner
Housekeeping Attendant	Housekeeping Attendant	Janitor	Housekeeping Attendant
Janitor/Custodian	Janitor	Housekeeping Attendant	Custodian
Kitchen Helper	Kitchen Helper	Baker Server	Kitchen Helper and Food Assembler
Laundry Worker		Dry Cleaning Worker	Laundry Worker





Drive or Move Things

Job Title	Easy Reading Job Profile	Other Jobs to Think About	OCCinfo Profile
Baggage Handler		Furniture Mover	Ramp Agent
Bus Driver		Truck Driver	Bus Driver
Chauffeur			Chauffeur
Courier		Truck Driver	Messenger or Courier
Crane and Hoisting Equipment Operator		Heavy Equipment Operator	Crane and Hoisting Equipment Operator
Furniture Mover	Furniture Mover		Furniture Mover
Garbage Truck Driver			Refuse Collector
Heavy Equipment Operator	Heavy Equipment Operator		Heavy Equipment Operator
Logging/Forestry Equipment Operator			Logging/Forestry Equipment Operators
Oil and Gas Transportation Swamper and Operator			Oil and Gas Transportation Services Occupations
Recycling Truck Driver			Municipal Recycling Truck Driver
Surface Mining Equipment Operator			Surface Mining Equipment Operator
Taxi Driver		Truck Driver	Taxi Driver
Truck Driver	Truck Driver	Furniture Mover Heavy Equipment Operator	Truck Driver
Vending Machine Route Worker			Vending Machine Route Worker
Warehouse Worker			Parts Technician



Help or
Serve People

Job Title	Easy Reading Job Profile	Other Jobs to Think About	OCCinfo Profile
Bartender		Server	Bartender
Bellhop			Guest Services Attendant
Casino Dealer			Casino Dealer
Counter Person	Counter Person	Dry Cleaning Worker	Cashier
Day Care Worker	Day Care Worker		Early Childhood Educator
Fitness Instructor			Group Exercise Leader
Food Service Helper		Server	Food Service Helper
Funeral Attendant			Funeral Attendant
Hairstylist			Hairstylist
Health Care Aide	Health Care Aide		Health Care Aide
Mental Health Aide			Mental Health Aide
Nail Technician			Nail Technician
Nanny		Day Care Worker Health Care Aide	Nanny
Outdoor Sport/ Recreation Guide			Outdoor Sport and Recreation Guide
Receptionist			Receptionist
Reflexologist			Reflexologist
Server	Server		Food and Beverage Server
Tour Guide			Tour Guide





Make or Fix Things

Job Title	Easy Reading Job Profile	Other Jobs to Think About	OCCinfo Profile
Appliance Service Technician			Appliance Service Technician
Auto Body Technician			Auto Body Technician
Automobile Accessories Installer			Automobile Accessories Installer
Book Binder		Production Worker	Binding and Finishing Machine Operators
Bricklayer			Bricklayer
Canadian Forces Worker			Canadian Forces Personnel – Non Commissioned
Carpenter	Carpenter		Carpenter
Concrete Finisher			Concrete Finisher
Craftsperson			Craftsperson
Electronics Assembler		Production Worker	Electronics Assemblers and Fabricators
Feed Mill Worker		Production Worker	Feed Mill Production Worker
Floor Covering Installer	Floor Covering Installer		Floor Covering Installer
Glazier			Glazier
Insulator			Insulator
Jeweller			Jeweller
Labourer	Labourer	Carpenter Roofer	Construction Craft Labourer
Lather		Labourer Roofer	Lather-Interior Systems Mechanic
Leasehand		Labourer	Drilling Rig Leasehand and Floorhand
Locksmith			Locksmith
Machinist			Machinist
Miner			Underground Miner
Optical Technician			Optical Laboratory Technician
Outdoor Power Equipment Technician			Outdoor Power Equipment Technician



Job Title	Easy Reading Job Profile	Other Jobs to Think About	OCCinfo Profile
Painter		Carpenter Floorcovering Installer Labourer Roofer	Painter and Decorator
Printing Machine Operator		Production Worker	Digital Printing Machine Operator
Production Worker	Production Worker	Meat Cutter	Agricultural Products Processing Machine Operator
Rig Worker			Rig Technician
Roofer	Roofer	Carpenter Floorcovering Installer Labourer	Roofer
Sawmill Machine Operator		Production Worker	Sawmill Machine Operator
Security Alarm Installer			Security Alarm Installer
Seismic Worker			Seismic Worker
Service Rig Worker			Service Rig Personnel
Steel Worker			Structural Steel and Plate Fitter
Tilesetter		Floorcovering Installer	Tilesetter
Upholsterer			Upholsterer
Watch Repairer			Watch Repairer
Water Well Driller			Water Well Driller
Welder			Welder





Prepare Food

Job Title	Easy Reading Job Profile	Other Jobs to Think About	OCCinfo Profile
Baker	Baker	Cook	Baker
Caterer		Cook	Caterer
Cook	Cook	Baker Meat Cutter	Cook
Food Assembler		Kitchen Helper	Kitchen Helper and Food Assembler
Food Preparer		Kitchen Helper	Kitchen Helper and Food Assembler
Meat Cutter	Meat Cutter	Cook Production Worker	Meat Cutter
Sandwich, Salad and Dessert Maker		Kitchen Helper	Kitchen Helper and Food Assembler



Protect Things or People

Job Title	Easy Reading Job Profile	Other Jobs to Think About	OCCinfo Profile
Pest Control Operator			Pest Control Operator
Private Investigator			Private Investigator
Security Guard	Security Guard		Security Guard
Wildland Firefighter			Wildland Firefighter



Sell Things to People

Job Title	Easy Reading Job Profile	Other Jobs to Think About	OCCinfo Profile
Call Centre Agent			Call Centre Agent
Cashier		Salesperson Shelf Stocker	Cashier
Cosmetician			Cosmetician
Floral Designer		Salesperson	Floral Designer
Grocery Clerk		Counter Person	Cashier Retail Shelf Stocker
Interior Decorator			Interior Decorator
Salesperson	Salesperson	Counter Person Shelf Stocker	Retail Salesperson
Shelf Stocker	Shelf Stocker		Retail Shelf Stocker
Telemarketer		Salesperson	Telemarketer
Ticket Agent		Counter Person	Airline Ticket Agent Bus Line Ticket Agent Cashier



Work With Living Things

Job Title	Easy Reading Job Profile	Other Jobs to Think About	OCCinfo Profile
Animal Care Attendant		Pet Groomer	Animal Care Attendant
Arborist		Landscape Gardener	Arborist
Beekeeper			Beekeeper
Farm Worker		Pet Groomer	Farm Worker or Technician
Landscape Gardener	Landscape Gardener		Landscape Gardener
Market Gardener		Landscape Gardener	Market Gardener
Pet Groomer	Pet Groomer		Pet Groomer
Swine Technician		Pet Groomer	Swine Technician



Easy Reading Job Profiles at a Glance

Use this chart to find

- the Easy Reading job profile name
- the related OCCinfo profile name
- other common names for the occupation
- similar jobs appropriate for adults with low literacy (as listed under the Other Jobs to Think About section of the Easy Reading profiles)
- related career videos available on ALIS at alis.alberta.ca/occinfo. Go to the OCCinfo profile listed under Related Videos, below.
- the related Easy Reading occupational cluster

Easy Reading Job Profile	OCCinfo Profile	Other Names for This Job	Other Jobs to Think About	Related Videos	Occupational Cluster
Baker	Baker		Cook Kitchen Helper	Baker's Helper Cook	Prepare Food
Carpenter	Carpenter	Framer	Labourer Painter Roofer	Carpenter Painter and Decorator	Make or Fix Things
Cook	Cook		Baker Caterer Meat Cutter	Baker's Helper Chef Cook Meat Cutter	Prepare Food
Counter Person	Cashier	Cashier Clerk Counter Help	Grocery Clerk Salesperson Ticket Agent		Help or Serve People
Day Care Worker	Early Childhood Educator	Child Care Worker Early Childhood Educator	Nanny	Early Childhood Educator	Help or Serve People
Dry Cleaning Worker	Dry Cleaning Worker	Dry Cleaner	Carpet and Upholstery Cleaner Counter Person Laundry Worker		Clean Things
Floor Covering Installer	Floorcovering Installer	Carpet Layer	Painter Roofer Tilsetter	Painter and Decorator	Make or Fix Things
Furniture Mover	Furniture Mover	Materials Handler Mover Swamper	Baggage Handler Truck Driver	Truck Driver	Drive or Move Things



Easy Reading Job Profile	OCCinfo Profile	Other Names for This Job	Other Jobs to Think About	Related Videos	Occupational Cluster
Health Care Aide	Health Care Aide	Health Care Assistant Home Support Worker Personal Care Attendant	Nanny	Health Care Aide	Help or Serve People
Heavy Equipment Operator	Heavy Equipment Operator	Backhoe Operator Bulldozer Operator Front-End Loader Operator Power Shovel Operator Scraper Operator	Crane and Hoisting Equipment Operator Truck Driver	Bulldozer Operator Crane Operator Crane and Hoist Operator Earth Mover Heavy Equipment Operator Excavator Operator Grader Operator Loader Operator Motor Scraper Operator Tarmac Heavy Equipment Operator Truck Driver	Drive or Move Things
Housekeeping Attendant	Housekeeping Attendant	Chambermaid Hotel Room Cleaner Housekeeper Room Attendant	House Cleaner Janitor (Custodian)		Clean Things
Janitor	Custodian	Caretaker Custodian	Auto Detailer Carpet and Upholstery Cleaner Housekeeping Attendant		Clean Things
Kitchen Helper	Kitchen Helper and Food Assembler	Dishwasher	Food Assembler Food Preparer Sandwich, Salad and Dessert Maker		Clean Things
Labourer	Construction Craft Labourer	Construction Worker	Lather Leasehand Painter Roofer	Painter and Decorator	Make or Fix Things
Landscape Gardener	Landscape Gardener	Gardener Grounds Worker	Arborist Market Gardener	Landscape Gardener	Work With Living Things



Easy Reading Job Profile	OCCinfo Profile	Other Names for This Job	Other Jobs to Think About	Related Videos	Occupational Cluster
Meat Cutter	Meat Cutter	Butcher	Cook Production Worker	Meat Cutter Cook	Prepare Food
Pet Groomer	Pet Groomer	Cat Groomer Dog Groomer	Animal Care Attendant Farm Worker Swine Technician		Work With Living Things
Production Worker	Agricultural Products Processing Machine Operator	Factory Worker Processing Machine Operator	Book Binder Electronics Assembler Feed Mill Worker Meat Cutter Printing Machine Operator Sawmill Machine Operator	Meat Cutter Printing Press Operator	Make or Fix Things
Roofer	Roofer		Labourer Lather Painter	Painter and Decorator	Make or Fix Things
Salesperson	Retail Salesperson	Customer Service Representative Sales Clerk Store Clerk	Cashier Floral Designer Telemarketer		Sell Things to People
Security Guard	Security Guard	Guard			Protect Things or People
Server	Food and Beverage Server	Food and Beverage Server Waiter or Waitress	Bartender Food Service Helper Kitchen Helper		Help or Serve People
Shelf Stocker	Retail Shelf Stocker	Food Store Clerk Grocery Clerk Retail Shelf Stocker Supermarket Clerk	Cashier Salesperson Warehouse Worker	Materials Technician Parts Technician	Sell Things to People
Truck Driver	Truck Driver	Delivery Person Driver	Bus Driver Courier Taxi Driver	Bus Driver Truck Driver	Drive or Move Things