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CODE: 239.567-010 [Buy the DOT:Download](#)
TITLE(s): OFFICE HELPER (clerical)

Performs any combination of following duties in business office of commercial or industrial establishment: Furnishes workers with clerical supplies. Opens, sorts, and distributes incoming mail, and collects, seals, and stamps outgoing mail. Delivers oral or written messages. Collects and distributes paperwork, such as records or timecards, from one department to another. Marks, tabulates, and files articles and records. May use office equipment, such as envelope-sealing machine, letter opener, record shaver, stamping machine, and transcribing machine. May deliver items to other business establishments [DELIVERER, OUTSIDE (clerical) 230.663-010]. May specialize in delivering mail, messages, documents, and packages between departments of establishment and be designated Messenger, Office (clerical). May deliver stock certificates and bonds within and between stock brokerage offices and be designated Runner (financial).

GOE: 07.07.03 STRENGTH: L GED: R2 M2 L2 SVP: 2 DLU: 81
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TITLE: Food Preparation Workers

DEFINITION: Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.

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TASKS:

1. Cleans and portions, and cuts or peels various foods to prepare for cooking or serving.
2. Prepares variety of foods according to customers' orders or instructions of superior, following approved procedures.
3. Portions and arranges food on serving dishes, trays, carts, or conveyor belts.
4. Cleans, cuts, slices, or disjoints meats and poultry to prepare for cooking.
5. Prepares and serves variety of beverages, such as coffee, tea, and soft drinks.
6. Carries food supplies, equipment, and utensils to and from storage and work areas.
7. Stores food in designated containers and storage areas to prevent spoilage.
8. Distributes food to waiters and waitresses to serve to customers.
9. Cleans and maintains work areas, equipment, and utensils.
10. Requisitions, stores, and distributes food supplies, equipment, and utensils.
11. Butchers and cleans fowl, fish, poultry, and shellfish to prepare for cooking or serving.

Midwest Cold Storage

Liberty Cold offers temperature controlled cold storage with a dedicated support team.

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KNOWLEDGE:

Knowledge elements are ranked by *importance*.

83 Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques

46 Food Production

Knowledge of techniques and equipment for planting, growing, and harvesting of food for consumption including crop rotation methods, animal husbandry, and food storage/handling techniques

42 Public Safety and Security

Knowledge of weaponry, public safety, and security operations, rules, regulations, precautions, prevention, and the protection of people, data, and property

33 Chemistry

Knowledge of the composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods

33 Mechanical

Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance

25 Production and Processing

Knowledge of inputs, outputs, raw materials, waste, quality control, costs, and techniques for maximizing the manufacture and distribution of goods

25 Mathematics

Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, calculus, statistics, and their applications

21 Biology

Knowledge of plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment

21 Law, Government and Jurisprudence

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process

17 English Language

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

17 Clerical

Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles, and other office procedures and terminology

17 Sales and Marketing

Knowledge of principles and methods involved in showing, promoting, and selling products or services. This includes marketing strategies and tactics, product demonstration and sales techniques, and sales control systems

13 Administration and Management

Knowledge of principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods

13 Physics

Knowledge and prediction of physical principles, laws, and applications including air, water, material dynamics, light, atomic principles, heat, electric theory, earth formations, and meteorological and related natural phenomena

13 Psychology

Knowledge of human behavior and performance, mental processes, psychological research methods, and the assessment and treatment of behavioral and affective disorders

8 Sociology and Anthropology

Knowledge of group behavior and dynamics, societal trends and influences, cultures, their history, migrations, ethnicity, and origins

8 Fine Arts

Knowledge of theory and techniques required to produce, compose, and perform works of music, dance, visual arts, drama, and sculpture

8 Design

Knowledge of design techniques, principles, tools and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models

4 History and Archeology

Knowledge of past historical events and their causes, indicators, and impact on particular civilizations and cultures

4 Communications and Media

Knowledge of media production, communication, and dissemination techniques and methods including alternative ways to inform and entertain via written, oral, and visual media

4 Personnel and Human Resources

Knowledge of policies and practices involved in personnel/human resource functions. This includes recruitment, selection, training, and promotion regulations and procedures; compensation and benefits packages; labor relations and negotiation strategies; and personnel information systems

4 Telecommunications

Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems

4 Philosophy and Theology

Knowledge of different philosophical systems and religions, including their basic principles, values, ethics, ways of thinking, customs, and practices, and their impact on human culture

4 Foreign Language

Knowledge of the structure and content of a foreign (non-English) language including the meaning and spelling of words, rules of composition and grammar, and pronunciation

4 Transportation

Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including their relative costs, advantages, and limitations

4 Geography

Knowledge of various methods for describing the location and distribution of land, sea, and air masses including their physical locations, relationships, and characteristics

4 Medicine and Dentistry

Knowledge of the information and techniques needed to diagnose and treat injuries, diseases, and deformities. This includes symptoms, treatment alternatives, [drug](#) properties and interactions, and preventive health-care measures

4 Therapy and Counseling

Knowledge of information and techniques needed to rehabilitate physical and mental ailments and to provide career guidance including alternative treatments, rehabilitation equipment and its proper use, and methods to evaluate treatment effects

4 Education and Training

Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles

SKILLS:

Skills elements are ranked by *importance*.

63 Active Listening

Listening to what other people are saying and asking questions as appropriate

63 Service Orientation

Actively looking for ways to help people

42 Social Perceptiveness

Being aware of others' reactions and understanding why they react the way they do

42 Equipment Selection

Determining the kind of tools and equipment needed to do a job

38 Reading Comprehension

Understanding written sentences and paragraphs in work related documents

33 Product Inspection

Inspecting and evaluating the quality of products

29 Equipment Maintenance

Performing routine maintenance and determining when and what kind of maintenance is needed

29 Coordination

Adjusting actions in relation to others' actions

25 Speaking

Talking to others to effectively convey information

21 Problem Identification

Identifying the nature of problems

21 Writing

Communicating effectively with others in writing as indicated by the needs of the audience

21 Monitoring

Assessing how well one is doing when learning or doing something

21 Operation and Control

Controlling operations of equipment or systems

17 Management of Material Resources

Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work

17 Information Organization

Finding ways to structure or classify multiple pieces of information

13 Operation Monitoring

Watching gauges, dials, or other indicators to make sure a machine is working properly

13 Time Management

Managing one's own time and the time of others

8 Idea Generation

Generating a number of different approaches to problems

8 Synthesis/Reorganization

Reorganizing information to get a better approach to problems or tasks

8 Mathematics

Using mathematics to solve problems

8 Active Learning

Working with new material or information to grasp its implications

8 Learning Strategies

Using multiple approaches when learning or teaching new things

8 Information Gathering

Knowing how to find information and identifying essential information

4 Identifying Downstream Consequences

Determining the long-term outcomes of a change in operations

4 Systems Perception

Determining when important changes have occurred in a system or are likely to occur

4 Visioning

Developing an image of how a system should work under ideal conditions

4 Repairing

Repairing machines or systems using the needed tools

4 Troubleshooting

Determining what is causing an operating error and deciding what to do about it

4 Judgment and Decision Making

Weighing the relative costs and benefits of a potential action

4 Solution Appraisal

Observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts

4 Idea Evaluation

Evaluating the likely success of an idea in relation to the demands of the situation .

ABILITIES:

Abilities elements are ranked by *importance*.

83 Wrist-Finger Speed

The ability to make fast, simple, repeated movements of the fingers, hands, and wrists

79 Manual Dexterity

The ability to quickly make coordinated movements of one hand, a hand together with its arm, or two hands to grasp, manipulate, or assemble objects

71 Information Ordering

The ability to correctly follow a given rule or set of rules in order to arrange things or actions in a certain order. The things or actions can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

67 Arm-Hand Steadiness

The ability to keep the hand and arm steady while making an arm movement or while holding the arm and hand in one position

58 Static Strength

The ability to exert maximum muscle force to lift, push, pull, or carry objects

58 Oral Comprehension

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

58 Memorization

The ability to remember information such as words, numbers, pictures, and procedures

50 Trunk Strength

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

50 Finger Dexterity

The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects

50 Near Vision

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

50 Visual Color Discrimination

The ability to match or detect differences between colors, including shades of color and brightness

50 Visualization

The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged

46 Explosive Strength

The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object

46 Speed of Limb Movement

The ability to quickly move the arms or legs

42 Extent Flexibility

The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs

42 Oral Expression

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

38 Control Precision

The ability to quickly and repeatedly make precise adjustments in moving the controls of a machine or vehicle to exact positions

38 Hearing Sensitivity

The ability to detect or tell the difference between sounds that vary over broad ranges of pitch and loudness

38 Written Comprehension

The ability to read and understand information and ideas presented in writing

33 Number Facility

The ability to add, subtract, multiply, or divide quickly and correctly

33 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.

33 Multilimb Coordination

The ability to coordinate movements of two or more limbs together (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the body is in motion

33 Time Sharing

The ability to efficiently shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources)

33 Speech Recognition

The ability to identify and understand the speech of another person

33 Peripheral Vision

The ability to see objects or movement of objects to one's side when the eyes are focused forward

33 Reaction Time

The ability to quickly respond (with the hand, finger, or foot) to one signal (sound, light, picture, etc.) when it appears

29 Speech Clarity

The ability to speak clearly so that it is understandable to a listener

29 Dynamic Strength

The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue

29 Stamina

The ability to exert one's self physically over long periods of time without getting winded or out of breath

29 Perceptual Speed

The ability to quickly and accurately compare letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object

25 Category Flexibility

The ability to produce many rules so that each rule tells how to group (or combine) a set of things in a different way.

25 Depth Perception

The ability to judge which of several objects is closer or farther away from the observer, or to judge the distance between an object and the observer

25 Far Vision

The ability to see details at a distance

21 Written Expression

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

21 Mathematical Reasoning

The ability to understand and organize a problem and then to select a mathematical method or formula to solve the problem

21 Response Orientation

The ability to choose quickly and correctly between two or more movements in response to two or more signals (lights, sounds, pictures, etc.). It includes the speed with which the correct response is started with the hand, foot, or other body parts

21 Deductive Reasoning

The ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.

21 Spatial Orientation

The ability to know one's location in relation to the environment, or to know where other objects are in relation to one's self

21 Sound Localization

The ability to tell the direction from which a sound originated

21 Gross Body Coordination

The ability to coordinate the movement of the arms, legs, and torso together in activities where the whole body is in motion

21 Dynamic Flexibility

The ability to quickly and repeatedly bend, stretch, twist, or reach out with the body, arms, and/or legs

17 Originality

The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

17 Auditory Attention

The ability to focus on a single source of auditory (hearing) information in the presence of other distracting sounds

17 Fluency of Ideas

The ability to come up with a number of ideas about a given topic. It concerns the number of ideas produced and not the quality, correctness, or creativity of the ideas.

17 Flexibility of Closure

The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material

17 Night Vision

The ability to see under low light conditions

17 Selective Attention

The ability to concentrate and not be distracted while performing a task over a period of time

17 Speed of Closure

The ability to quickly make sense of information that seems to be without meaning or organization. It involves quickly combining

and organizing different pieces of information into a meaningful pattern

13 Inductive Reasoning

The ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions. It includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.

8 Gross Body Equilibrium

The ability to keep or regain one's body balance or stay upright when in an unstable position

8 Rate Control

The ability to time the adjustments of a movement or equipment control in anticipation of changes in the speed and/or direction of a continuously moving object or scene

WORK ACTIVITIES:

Work activities elements are ranked by *importance*.

88 Handling and Moving Objects

Using one's own hands and arms in handling, installing, forming, positioning, and moving materials, or in manipulating things, including the use of keyboards.

71 Performing General Physical Activities

Performing physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials.

67 Monitor Processes, Material, or Surroundings

Monitoring and reviewing information from materials, events, or the environment, often to detect problems or to find out when things are finished.

58 Communicating With Other Workers

Providing information to supervisors, fellow workers, and subordinates. This information can be exchanged face-to-face, in writing, or via telephone/electronic transfer.

54 Estimating Needed Characteristics

Estimating the Characteristics of Materials, Products, Events, or Information: Estimating sizes, distances, and quantities, or determining time, costs, resources, or materials needed to perform a work activity.

50 Controlling Machines and Processes

Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

50 Establishing and Maintaining Relationships

Developing constructive and cooperative working relationships with others.

50 Evaluating Information Against Standards

Evaluating information against a set of standards and verifying that it is correct.

46 Getting Information Needed to Do the Job

Observing, receiving, and otherwise obtaining information from all relevant sources.

42 Monitoring and Controlling Resources

Monitoring and controlling resources and overseeing the spending of money.

42 Judging Qualities of Things, Services, or People

Making judgments about or assessing the value, importance, or quality of things or people.

38 Communicating With Persons Outside Organization

Communicating with persons outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged face-to-face, in writing, or via telephone/electronic transfer.

38 Identifying Objects, Actions, and Events

Identifying information received by making estimates or categorizations, recognizing differences or similarities, or sensing changes in circumstances or events.

33 Implementing Ideas or Programs

Conducting or carrying out work procedures and activities in accord with one's own ideas or information provided through directions/instructions for purposes of installing, modifying, preparing, delivering, constructing, integrating, finishing, or completing programs, systems, structures, or products.

33 Performing For or Working With Public

Performing for people or dealing directly with the public, including serving persons in restaurants and stores, and receiving clients or guests.

33 Organizing, Planning, and Prioritizing

Developing plans to accomplish work, and prioritizing and organizing one's own work.

25 Assisting and Caring for Others

Providing assistance or personal care to others.

25 Repairing and Maintaining Mechanical Equipment

Fixing, servicing, aligning, setting up, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.

25 Thinking Creatively

Originating, inventing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

25 Inspecting Equipment, Structures, or Material

Inspecting or diagnosing equipment, structures, or materials to identify the causes of errors or other problems or defects.

17 Making Decisions and Solving Problems

Combining, evaluating, and reasoning with information and data to make decisions and solve problems. These processes involve making decisions about the relative importance of information and choosing the best solution.

17 Analyzing Data or Information

Identifying underlying principles, reasons, or facts by breaking down information or data into separate parts.

17 Performing Administrative Activities

Approving requests, handling paperwork, and performing day-to-day administrative tasks.

17 Resolving Conflict or Negotiating with Others

Handling complaints, arbitrating disputes, and resolving grievances, or otherwise negotiating with others.

17 Processing Information

Compiling, coding, categorizing, calculating, tabulating, auditing, verifying, or processing information or data.

17 Updating and Using Job-Relevant Knowledge

Keeping up-to-date technically and knowing one's own jobs' and related jobs' functions.

13 Documenting or Recording Information

Entering, transcribing, recording, storing, or maintaining information in either written form or by electronic/magnetic recording.

13 Repairing and Maintaining Electrical Equipment

Fixing, servicing, adjusting, regulating, calibrating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.

8 Operating Vehicles or Equipment

Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.

8 Interpreting Meaning of Information to Others

Translating or explaining what information means and how it can be understood or used to support responses or feedback to others.

8 Coordinating Work and Activities of Others

Coordinating members of a work group to accomplish tasks.

8 Developing and Building Teams

Encouraging and building mutual trust, respect, and cooperation among team members.

8 Coaching and Developing Others

Identifying developmental needs of others and coaching or otherwise helping others to improve their knowledge or skills.

8 Providing Consultation and Advice to Others

Providing consultation and expert advice to management or other groups on technical, systems-related, or process related topics.

4 Scheduling Work and Activities

Scheduling events, programs, activities, as well as the work of others.

4 Selling or Influencing Others

Convincing others to buy merchandise/goods, or otherwise changing their minds or actions.

4 Teaching Others

Identifying educational needs, developing formal training programs or classes, and teaching or instructing others.

4 Guiding, Directing and Motivating Subordinates

Providing guidance and direction to subordinates, including setting performance standards and monitoring subordinates.

WORK CONTEXT:

Work context elements are ranked by *frequency (F)*, *importance (I)*, *responsibility (R)*, *amount of contact (C)*, *how serious (S)*, *objective vs. subjective (O)*, *automation (A)*, *extent of frustration (E)*, *responsible for health and safety (H)*, *likelihood of injury (L)*, *degree of injury (D)*.

96 (F) Indoors

How frequently does this job require the worker to work: Indoors

77 (I) Deal With External Customers

How important are interactions requiring the worker to: Deal with external customers (e.g., retail sales) or the public in general (e.g., police work)?

77 (I) Provide a Service to Others

How important are interactions requiring the worker to: Provide a service to others (e.g., customers)?

75 (F) Standing

How much time in a usual work period does the worker spend: Standing?

75 (F) Using Hands on Objects, Tools, Controls

How much time in a usual work period does the worker spend: Using hands to handle, control, or feel objects, tools or controls?

73 (I) Importance of Being Sure All Is Done

How important is it to be sure that all the details of this job are performed and everything is done completely?

67 (F) Special Uniform

How often does the worker wear: A special uniform, such as that of a commercial pilot, nurse, police officer, or military personnel?

60 (I) Importance of Being Exact or Accurate

How important is being very exact or highly accurate in performing this job?

54 (F) Making Repetitive Motions

How much time in a usual work period does the worker spend: Making repetitive motions?

50 (F) Hazardous Situations

How often does this job require the worker to be exposed to hazardous situations? Hazardous Situations involving likely cuts, bites, stings, or minor burns

50 (C) Job-Required Social Interaction

How much does this job require the worker to be in contact (face-to-face, by telephone, or otherwise) with others in order to perform it?

50 (F) Walking or Running

How much time in a usual work period does the worker spend: Walking or running?

48 (H) Responsible for Health and Safety of Others

How responsible is the worker for others' health and safety on this job?

46 (F) Deal With Unpleasant or Angry People

How frequently does the worker have to deal with unpleasant, angry, or discourteous individuals as part of the job requirements?

40 (I) Importance of Repeating Same Tasks

How important is repeating the same physical activities (e.g., key entry) or mental activities (e.g., checking entries in a ledger) over and over, without stopping, to performing this job?

38 (L) Hazardous Situations

What is the likelihood that the worker would be injured as a result of being exposed to hazardous situations while performing this job? Hazardous Situations involving likely cuts, bites, stings, or minor burns

38 (F) Common Protective or Safety Attire

How often does the worker wear: Common protective or safety attire, such as safety shoes, glasses, gloves, hearing protection, hard-hat, or personal flotation device?

36 (S) Consequence of Error

How serious would the result usually be if the worker made a mistake that was not readily correctable?

33 (F) Sounds or Noise Levels Are Distracting

How often during a usual work period is the worker exposed to the following conditions: Sounds and noise levels that are distracting and uncomfortable?

33 (F) Sitting

How much time in a usual work period does the worker spend: Sitting?

29 (F) Bending or Twisting the Body

How much time in a usual work period does the worker spend: Bending or twisting the body?

29 (F) Diseases or Infections

How often does this job require the worker to be exposed to diseases/infection? Diseases/Infections (e.g., patient care, some laboratory work, sanitation control, etc.)

29 (F) Contaminants

How often during a usual work period is the worker exposed to the following conditions: Contaminants (pollutants, gases, dust, odors, etc.)?

29 (F) Hazardous Equipment

How often does this job require the worker to be exposed to hazardous equipment? Hazardous Equipment (e.g., saws, machinery/mechanical parts include exposure to vehicular traffic, but not driving a vehicle)

27 (I) Importance of Being Aware of New Events

How important is being constantly aware of either frequently changing events (e.g. security guard watching for shoplifters) or infrequent events (e.g. radar operator watching for tornadoes) to performing this job?

27 (D) Hazardous Situations

If injury, due to exposure to hazardous situations, were to occur while performing this job, how serious would be the likely outcome? Hazardous Situations involving likely cuts, bites, stings, or minor burns

25 (E) Frustrating Circumstances

To what extent do frustrating circumstances ("road blocks" to work that are beyond the worker's control) hinder the accomplishment of this job?

25 (F) Kneeling, Crouching or Crawling

How much time in a usual work period does the worker spend: Kneeling, stooping, crouching or crawling?

25 (F) Frequency in Conflict Situations

How frequently do the job requirements place the worker in conflict situations?

24 (L) Hazardous Equipment

What is the likelihood that the worker would be injured as a result of being exposed to hazardous equipment while performing this job? Hazardous Equipment (e.g., saws, machinery/mechanical parts include exposure to vehicular traffic, but not driving a vehicle)

23 (D) Hazardous Equipment

If injury, due to exposure to hazardous equipment, were to occur while performing this job, how serious would be the likely outcome? Hazardous Equipment (e.g., saws, machinery/mechanical parts include exposure to vehicular traffic, but not driving a vehicle)

23 (I) Pace Determined by Speed of Equipment

How important is it to this job that the pace is determined by the speed of equipment or machinery? (This does not refer to keeping busy at all times on this job.)

21 (L) Diseases or Infections

What is the likelihood that the worker would be injured as a result of being exposed to diseases/infections while performing this job? Diseases/Infections (e.g., patient care, some laboratory work, sanitation control, etc.)

21 (F) Hazardous Conditions

How often does this job require the worker to be exposed to hazardous conditions? Hazardous Conditions (e.g., high voltage electricity, combustibles, explosives, chemicals; do not include hazardous equipment or situations)

21 (F) Very Hot

How often during a usual work period is the worker exposed to the following conditions: Very hot (above 90 F) or very cold (under 32 F) temperatures?

21 (F) Outdoors

How frequently does this job require the worker to work: Outdoors

20 (D) Diseases or Infections

If injury, due to exposure to diseases/infection, were to occur while performing this job, how serious would be the likely outcome? Diseases/Infections (e.g., patient care, some laboratory work, sanitation control, etc.)

19 (A) Degree of Automation

Indicate the level of automation of this job.

17 (O) Objective or Subjective Information

How objective or subjective is the information communicated in this job?

17 (F) Extremely Bright or Inadequate Lighting

How often during a usual work period is the worker exposed to the following conditions: Extremely bright or inadequate lighting conditions?

14 (R) Responsibility for Outcomes and Results

How responsible is the worker for work outcomes and results of other workers?

14 (L) Hazardous Conditions

What is the likelihood that the worker would be injured as a result of being exposed to hazardous conditions while performing this job? Hazardous Conditions (e.g., high voltage electricity, combustibles, explosives, chemicals; do not include hazardous equipment or situations)

13 (F) Keeping or Regaining Balance

How much time in a usual work period does the worker spend: Keeping or regaining balance?

13 (F) Cramped Work Space, Awkward Positions

How often during a usual work period is the worker exposed to the following conditions: Cramped work space that requires getting into awkward positions?

10 (D) Hazardous Conditions

If injury, due to exposure to hazardous conditions, were to occur while performing this job, how serious would be the likely outcome? Hazardous Conditions (e.g., high voltage electricity, combustibles, explosives, chemicals; do not include hazardous equipment or situations)

10 (I) Coordinate or Lead Others

How important are interactions requiring the worker to: Coordinate or lead others in accomplishing work activities (not supervision)?

8 (F) Deal With Physically Aggressive People

How frequently does this job require the worker to deal with physical aggression of violent individuals?

7 (I) Take a Position Opposed to Others

How important are interactions requiring the worker to: Take a position opposed to coworkers or others?

7 (I) Supervise, Coach, Train Others

How important are interactions requiring the worker to: Supervise, coach, train, or develop other employees?

4 (F) High Places

How often does this job require the worker to be exposed to high places? High Places (e.g., heights above 8 feet on ladders, poles, scaffolding, catwalks, etc.)

4 (F) Climbing Ladders, Scaffolds, Poles, etc.

How much time in a usual work period does the worker spend: Climbing ladders, scaffolds, poles, etc.?

3 (D) High Places

If injury, due to exposure to high places, were to occur while performing this job, how serious would be the likely outcome? High Places (e.g., heights above 8 feet on ladders, poles, scaffolding, catwalks, etc.)

3 (I) Persuade Someone to a Course of Action

How important are interactions requiring the worker to: Persuade someone to a course of action (informally) or influence others to buy something (to sell)?

2 (L) High Places

What is the likelihood that the worker would be injured as a result of being exposed to high places while performing this job? High Places (e.g., heights above 8 feet on ladders, poles, scaffolding, catwalks, etc.)

INTERESTS:

Interest elements are ranked by *occupational interest*.

89 Realistic

Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

39 Conventional

Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

33 Enterprising

Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

22 Social

Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

17 Artistic

Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

11 Investigative

Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

WORK VALUES:

Work values elements are ranked by *extent*.

56 Relationships-Mean Extent

Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.

48 Support-Mean Extent

Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.

40 Working Conditions-Mean Extent

Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.

19 Recognition-Mean Extent

Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.

14 Achievement-Mean Extent

Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

11 Independence-Mean Extent

Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

72 Moral Values

Workers on this job are never pressured to do things that go against their sense of right and wrong

59 Activity

Workers on this job are busy all the time

59 Co-workers

Workers on this job have co-workers who are easy to get along with

50 Supervision, Human Relations

Workers on this job have supervisors who back up their workers with management

47 Security

Workers on this job have steady employment

47 Company Policies and Practices

Workers on this job are treated fairly by the company

47 Supervision, Technical

Workers on this job have supervisors who train their workers well

44 Independence

Workers on this job do their work alone

38 Social Service

Workers on this job have work where they do things for other people

34 Working Conditions

Workers on this job have good working conditions

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34 Advancement
Workers on this job have opportunities for advancement

31 Variety
Workers on this job have something different to do every day

25 Compensation
Workers on this job are paid well in comparison with other workers

16 Recognition
Workers on this job receive recognition for the work they do

16 Social Status
Workers on this job are looked up to by others in their company and their community

16 Achievement
Workers on this job get a feeling of accomplishment

16 Responsibility
Workers on this job make decisions on their own

13 Ability Utilization
Workers on this job make use of their individual abilities

13 Autonomy
Workers on this job plan their work with little supervision

9 Authority
Workers on this job give directions and instructions to others

6 Creativity
Workers on this job try out their own ideas

CROSSWALKS:

[DOT91 \(Dictionary of Occupational Titles\):](#)

- [319677010 Caterer Helper](#)
- [319484010 Food Assembler, Kitchen](#)
- [311674014 Raw Shellfish Preparer](#)
- [317384010 Salad Maker](#)
- [316661010 Carver](#)
- [317664010 Sandwich Maker](#)
- [317687010 Cook Helper](#)
- [317684010 Coffee Maker](#)
- [317684014 Pantry Goods Maker](#)
- [316684014 Deli Cutter-Slicer](#)
- [313684010 Baker Helper](#)
- [313687010 Cook Helper, Pastry](#)
- [316684010 Butcher, Chicken and Fish](#)

AIM97 (Apprenticeship Information Management):	No crosswalks
CEN90 (1990 Census Occupations):	439 Kitchen Workers, Food Preparation 444 Miscellaneous Food Preparation Occupations
CIP90 (Classification of Instructional Programs):	120505 Kitchen Personnel/Cook and Assistant Training 200405 Food Caterer 200401 Institutional Food Workers and Administrators, General 120506 Meatcutter
GOE93 (Guide for Occupational Exploration):	090502 Attendant Services: Food Services 051217 Elemental Work: Mechanical: Food Preparation 051008 Crafts: Food Preparation
MOC97 (Military Occupational Codes):	No crosswalks
OES98 (Occupational Employment Statistics):	65038 Food Preparation Workers
OPM97 (Office of Personnel Management Occupations):	9880 Utilityman
SOC98 (Standard Occupational Classification):	35-2021 Food Preparation Workers

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- [Dictionary of Occupational Titles \(DOT\) Index](#)
- [Standard Industrial Classifications \(SIC\) Index](#)
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- [Quick Maps \(for your web site\)](#)
- [Flags of All Countries \(for your web site\)](#)
- [Digraphs - Internet Country Codes](#)
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