**The KI-Context Directory of Semi-Skilled Trades**

The following list of trades is taken directly from the Ministry of Education’s *Directory for Semi-Skilled Trades* (2022)*,* which includes the correct specific codes and titles. Only Trades relevant or possible in the Nunavik context have been included. All competencies within the trade identified with the ‘[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=342)’ symbol are mandatory competencies for students enrolled in Training for a Semi-Skilled Trade (TST).

The Relative Tasks (in yellow) are not official competencies of the Ministry of Education but are additional competencies that could be included to allow students to have greater access to work placements within their communities. The students must still complete the mandatory competencies within the trade for the TST program. The following work-trainings can be completed in either Pre-Work Training (PWT) or TST.

This document is exhaustive, use the table of contents below to navigate to the trades that are relevant to your context.

**Table of Contents:**

[**Sector : 01 - Administration, Commerce and Computer Technology** 7](#_Toc121315795)

[8692 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=342) Door Greeter 7](#_Toc121315796)

[Secretary’s Assistant, Assistant Secretary, Office Attendant 7](#_Toc121315797)

[8793 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=451) Cashier 10](#_Toc121315798)

[8796 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=341) Video Store Clerk 14](#_Toc121315799)

[Assistant Librarian 14](#_Toc121315800)

[8797 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=363) Tool and Equipment Rental Clerk 18](#_Toc121315801)

[Tool and Equipment Organizer, Material Resource Attendant, KI/KMHB - Maintenance Assistant 18](#_Toc121315802)

[8798 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=426) Stock Handler 23](#_Toc121315803)

[**Sector : 02 - Agriculture and Fisheries [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=424)** 28](#_Toc121315804)

[8778 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=433) Production Horticulture Labourer 28](#_Toc121315805)

[Greenhouse Assistant 28](#_Toc121315806)

[8769 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=424) Indoor Plant Tender 33](#_Toc121315807)

[Greenhouse Assistant 33](#_Toc121315808)

[8801 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=297) Attendant-Pet Care 36](#_Toc121315809)

[Vet Assistant, Kennel assistant, Animal care worker 36](#_Toc121315810)

[8809 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=434) Gatherer of Non-Timber Forest Products 41](#_Toc121315811)

[Arctic Forager, Foraging guide, 41](#_Toc121315812)

[**Sector : 03 - Food Services and Tourism** 46](#_Toc121315813)

[8618 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=66) Food and Beverage Server in a Chain Restaurant 46](#_Toc121315814)

[8668 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=315) Packer 49](#_Toc121315815)

[Supermarket clerk, grocery packer 49](#_Toc121315816)

[8707 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=355) Hotel Cleaner 51](#_Toc121315817)

[Hotel room attendant, housekeeping clerk 51](#_Toc121315818)

[8761 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=415) Restaurant Host/Hostess 53](#_Toc121315819)

[Receptionist 53](#_Toc121315820)

[8812 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=32) Grocery Store or Supermarket Clerk 56](#_Toc121315821)

[Stock Handler 56](#_Toc121315822)

[8813 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=62) Cook’s Helper 59](#_Toc121315823)

[Food preparer 59](#_Toc121315824)

[Soup Kitchen worker, Lunch program cook, breakfast club preparer 59](#_Toc121315825)

[8814 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=60) Butcher’s Helper 64](#_Toc121315826)

[Community Freezer Assistant 64](#_Toc121315827)

[8822 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=69) Industrial Butcher’s Helper 68](#_Toc121315828)

[Community Freezer Assistant 68](#_Toc121315829)

[8815 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=61) Baker’s Helper 71](#_Toc121315830)

[Bakery clerk 71](#_Toc121315831)

[Community Bread Baker 71](#_Toc121315832)

[8818 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=278) Food Service Helper 76](#_Toc121315833)

[Hostess, server, food runner, 76](#_Toc121315834)

[8823 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=281) Sports Equipment Rental Attendant 79](#_Toc121315835)

[Hunter Support Assistant 79](#_Toc121315836)

[8824 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=334) Dishwasher 82](#_Toc121315837)

[Kitchen helper 82](#_Toc121315838)

[8827 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=399) Wicket Clerk 85](#_Toc121315839)

[8829 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=416) Hotel Porter 88](#_Toc121315840)

[8830 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=421) Public area maintenance attendant 91](#_Toc121315841)

[Outfitting camp labourer 91](#_Toc121315842)

[Trail Blazer, Camp Maintainer, Emergency Shelter Maker 91](#_Toc121315843)

[**Sector : 04 – Arts** 96](#_Toc121315844)

[8785 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=441) Snowshoe Maker 96](#_Toc121315845)

[8786 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=440) Canvas Canoe Builder 100](#_Toc121315846)

[Kayak Builder 100](#_Toc121315847)

[8791 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=448) Moccasin Maker 105](#_Toc121315848)

[Kamik Maker 105](#_Toc121315849)

[8831 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=419) Usher 109](#_Toc121315850)

[Lobby attendant, greeter 109](#_Toc121315851)

[**Sector : 05 - Woodworking and Furniture Making [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=403)** 113](#_Toc121315852)

[8749 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=403) Solid Wood Preparation Worker 113](#_Toc121315853)

[Solid wood cutter 113](#_Toc121315854)

[Qamutik Maker 113](#_Toc121315855)

[8750 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=404) Wood Panel Cutters 118](#_Toc121315856)

[Cabin Builder Labourer, Carpenters assistant, Culture Teacher’s Assistant 118](#_Toc121315857)

[8752 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=406) Sewing Machine Operator - Furniture Coverings 122](#_Toc121315858)

[Culture Teachers Assistant, Inuit Seamstress 122](#_Toc121315859)

[8859 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=465) Sander 125](#_Toc121315860)

[Cabinet and wood finisher, furniture finisher 125](#_Toc121315861)

[Carpenters Assistant, Culture Teachers Assistant, 125](#_Toc121315862)

[**Sector : 06 - Chemistry and Biology** 129](#_Toc121315863)

[No Trades available 129](#_Toc121315864)

[**Sector : 07 - Buildings and Public Works** 129](#_Toc121315865)

[8708 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=356) Public Building Cleaner 129](#_Toc121315866)

[Cleaning person 129](#_Toc121315867)

[8773 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=428) House Cleaner 133](#_Toc121315868)

[Cleaning man / woman 133](#_Toc121315869)

[8774 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=429) Residential Cleaner 137](#_Toc121315870)

[Carpet or furniture cleaning specialist 137](#_Toc121315871)

[8832 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=364) Janitor's Helper 143](#_Toc121315872)

[Maintenance employee 143](#_Toc121315873)

[8835 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=435) Outdoor Skating Rink Maintenance Worker 148](#_Toc121315874)

[Skating Rink Attendant 148](#_Toc121315875)

[Indoor Skating Rink Maintenance Worker 148](#_Toc121315876)

[**Sector : 08 - Land Use Planning and the Environment [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=359)** 151](#_Toc121315877)

[8711 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=359) Clothing Sorter/Labeller 151](#_Toc121315878)

[Donation Sorter (Social Services), Thrift Store Worker, 151](#_Toc121315879)

[8838 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=401) Reception Centre Clerk 155](#_Toc121315880)

[Reception centre guard; hunting attendant; fishing attendant 155](#_Toc121315881)

[Land Holding Support, Hunter Support Assistant 155](#_Toc121315882)

[8839 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=413) Fur Trapper 160](#_Toc121315883)

[Inuit Fur Trapper 160](#_Toc121315884)

[**Sector : 09 - Electrotechnology [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=335)** 167](#_Toc121315885)

[No Trades available in Nunavik 167](#_Toc121315886)

[**Sector : 10 - Motorized Equipment Maintenance [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** 167](#_Toc121315887)

[8842 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286) Service Station Attendant 167](#_Toc121315888)

[Gas station attendant 167](#_Toc121315889)

[Garage Assistant, Garage Attendant, Junior Mechanic 167](#_Toc121315890)

[8843 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383) Tire Installer [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_alert.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383) 172](#_Toc121315891)

[Tire installation worker, tire fitter 172](#_Toc121315892)

[Garage Assistant, Garage Attendant, Junior Mechanic 172](#_Toc121315893)

[**Sector : 11 - Mechanical Manufacturing [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)** 179](#_Toc121315894)

[8669 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=316) Metal Fabrication Labourer 179](#_Toc121315895)

[Metalworking machine helper, sheet metal helper, welder helper, assistant operator, 179](#_Toc121315896)

[Inuit Tool Maker, Hunter support supplier, 179](#_Toc121315897)

[8672 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319) Metal Grinding Worker 182](#_Toc121315898)

[Inuit Tool Maker, Hunter support supplier, 182](#_Toc121315899)

[8673 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=320) Metal Polishing Worker 185](#_Toc121315900)

[8794 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452) Stock Handler 188](#_Toc121315901)

[Warehouse clerk; receiving clerk; shipping clerk. 188](#_Toc121315902)

[Air Inuit Cargo Handler, First Air Cargo Handler, Ramp Agent 188](#_Toc121315903)

[**Sector : 12 - Forestry and Pulp and Paper [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=418)** 194](#_Toc121315904)

[8846 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=412) Forester 194](#_Toc121315905)

[**Sector : 13 - Communications and Documentation ** 198](#_Toc121315906)

[8730 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=379) Silk-Screen Printing Press Assistant 198](#_Toc121315907)

[8742  Mail Preparation Clerk 203](#_Toc121315908)

[Secretary’s Assistant, Assistant Secretary, Hunter Support assistant 203](#_Toc121315909)

[8783 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=438) Printer’s General Helper in Finishing/Binding 206](#_Toc121315910)

[School Secretary’s Assistant, Assistant Secretary, Printer 206](#_Toc121315911)

[8847 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=380) Digital Copy and Print Centre Clerk 211](#_Toc121315912)

[Photocopy clerk, copy/print shop worker 211](#_Toc121315913)

[School Secretary’s Assistant, Assistant Secretary, Printer 211](#_Toc121315914)

[**Sector : 14 - Maintenance Mechanics ** 214](#_Toc121315915)

[No trades available 214](#_Toc121315916)

[**Sector : 15 - Mining and Site Operations [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397)** 214](#_Toc121315917)

[8849 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397) Camp Assistant 214](#_Toc121315918)

[Attendant, camp attendant, camp employee 214](#_Toc121315919)

[**Sector : 16 - Metallurgical Technology[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397)** 220](#_Toc121315920)

[No trades available 220](#_Toc121315921)

[**Sector : 17 - Transportation [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=318)** 220](#_Toc121315922)

[8671 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=318) Warehouse Clerk 220](#_Toc121315923)

[Order assembler 220](#_Toc121315924)

[Air Inuit Cargo Handler, First Air Cargo Handler, Ramp Agent, Inventory Clerk, 220](#_Toc121315925)

[8676 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=324) Deliverer Helper 222](#_Toc121315926)

[8677 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=325) Furniture Deliverer Helper 225](#_Toc121315927)

[8679 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=327) Delivery Driver 228](#_Toc121315928)

[Delivery person 228](#_Toc121315929)

[A valid class 5 driver’s license is required. 228](#_Toc121315930)

[**Sector : 18 - Fashion, Leather and Textiles [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=400)** 230](#_Toc121315931)

[8746 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=400) Laundry Room Attendant 230](#_Toc121315932)

[8777 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=432) Sewing Machine Operator (commercial production) 234](#_Toc121315933)

[Industrial sewing machine operator 234](#_Toc121315934)

[Culture Teachers Assistant, Inuit Seamstress 234](#_Toc121315935)

[**Sector : 19 - Health Services [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=371)** 239](#_Toc121315936)

[8854 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=371) Food Services Worker 239](#_Toc121315937)

[Kitchen worker 239](#_Toc121315938)

[**Sector : 20 - Social, Educational and Legal Services [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=361)** 245](#_Toc121315939)

[8713 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=361) Day Care Worker 245](#_Toc121315940)

[Kitchen worker, disinfecting worker, maintenance worker 245](#_Toc121315941)

[8855 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=362) Assistant Childcare Educator 249](#_Toc121315942)

[**Sector : 21 - Beauty Care [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=312)** 254](#_Toc121315943)

[8666 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=312) Hair Salon Assistant 254](#_Toc121315944)

# **Sector : 01 - Administration, Commerce and Computer Technology**

## 8692  Door Greeter

M692 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=342)

|  |  |
| --- | --- |
| **Field of application** | Door greeters work in superstores or warehouse stores. |
| **Other job titles** | Door attendant |

|  |
| --- |
| Relative Task in Nunavik |
| Secretary’s Assistant, Assistant Secretary, Office Attendant In addition to the tasks below, the student may also learn to   * Use the filing system * Answer phones, take messages and forward calls * Answer emails and forward relevant information * Type up memos and relevant information for the office * Greet and serve clients (Coffee, tea, water) |

| **819201 - Serve customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=342&comp=819201&codProg=8192) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Relevant, accurate and clear information provided * Concern for customer safety and satisfaction * Presentation of positive image of the business * Appropriate attire * Wearing of identification badge * Respect for clientele * Friendliness * Courtesy * Patience * Promptness * Adoption of appropriate postures for working while standing up   **Tasks**    * Greet customers. * Distribute shopping carts to customers or inform them where the shopping carts are located. * Offer adapted shopping carts to people with young children, or propose one to them. * Inform people about the safety rules in place when using adapted shopping carts: wearing the seat belt, reminding children to stay seated, never leaving children unattended, etc. * Offer manual or electric wheelchairs to people who need them. * Direct custumers to the frozen goods section, the pets section, office supplies, books, etc. * Direct customers to services: customer services, bathrooms, returns and exchanges, etc. * Hand out redeemable coupons and advertisements. * Receive customers’ positive comments and complaints, and communicate these to the person in charge. * Thank customers as they exit the business. | | |

| **819202 - Keep the work area in order?** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=342&comp=819202&codProg=8192) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Concern for customer safety and satisfaction * Order and cleanliness * Vigilance with respect to risky situations   **Tasks**    * Make sure that there are enough carts. * Ask another employee to retrieve the carts left outside. * Remove papers or debris left in the carts. * Retrieve the carts that have been scattered about and place them in the designated area. * Place defective carts in the designated area. * Pick up objects that have fallen on the ground: papers, flyers, brochures, redeemable coupons, shopping lists, product packaging, etc. * Notify the person in charge concerning the state of the floor (very dirty, slippery, etc.) at the entrance of the business and request that a floor sign be put up to indicate the potential danger. * Ensure that there are flyers or promotional brochures on the display shelves. * Detect all problems that could affect the safety of customers and alert the person in charge. | | |

| **819203 - Monitor the comings and goings of customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=342&comp=819203&codProg=8192) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Proper application of work techniques * Prevention of theft and loss of merchandise * Demonstration of a keen sense of observation * Appropriate judgment * Patience * Courteous service * Friendliness * Vigilance   **Tasks**    * Observe customers as they enter or exit the store. * Pay particular attention to people who are likely to cause problems: people who seem sick or inebriated, people who enter and exit the store frequently, people who look around anxiously, etc., and quickly notify the person in charge. * Ask customers to leave their bags at the designated area before entering the store and give them back their bags when they leave. * Ask customers to show their receipt when they leave the store in order to check their purchases, when applicable. * Wait for another employee to arrive before leaving the workstation. | | |

| **819204 - Intervene when the theft detection system is set off** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=342&comp=819204&codProg=8192) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Proper application of work techniques * Appropriate judgment * Concern for own safety and customer safety * Discretion * Courteous service * Quick intervention in the event of problems * Appropriate stress management   **Tasks**    * Identify the customer who set off the theft detection system. * Go see the customer. * Ask the customer to show his or her receipt to account for his or her purchases. * Ask the customer’s permission to look through his or her shopping bag to verify whether the merchandise corresponds to the items on the receipt. * Deactivate or have deactivated any antitheft device that was not deactivated by the cashier. * Apologize to the person. * If a product was not paid for (the customer was distracted, the product was put in the cart by a child, etc.), ask the customer to go to the cash register. * Contact the authorities in the event of theft, flight, aggressive behaviour, etc. | | |

## 8793  Cashier

M793 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=451)

|  |  |
| --- | --- |
| **Field of application** | Cashiers work in retail businesses or in grocery stores. |
| **Other job titles** | No other job titles |

| **829301 - Open the checkout** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=451&comp=829301&codProg=8293) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with the Price Accuracy Policy * Compliance with company policies * Compliance with work instructions * Proper application of the steps involved in opening a cash register * Accurate calculations   **Tasks**    * Gather the materials required for a shift (rolls of cash register tape, pens, paper clips, stapler, elastic bands, circulars, notebook, etc.). * Check the cash register float. * Get change or order it: fill in the order slip and check the money received. * Start up the computerized system: enter the personal code, enter the date and set the system. * Turn on the demagnetizing scanner. * Install the cash register tape: insert the roll of tape into the cash register, insert the roll of tape into the point-of-sale terminal and check that the system is working properly. * Detect any problems and notify the person in charge. | | |

| **829302 - Prepare the shelves and display cases located near the checkout** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=451&comp=829302&codProg=8293) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with the Price Accuracy Policy * Compliance with company policies * Compliance with work instructions * Proper application of work techniques * Proper use of the labeller * Prevention of theft and loss of merchandise * Attractive display of merchandise   **Tasks**    * Interpret the display plan. * Become informed about the products listed in the circular. * Wipe the display cases and shelves. * Rotate production: check the best-before dates and remove expired products. * Put out new products. * Place the price labels on products or check the labels. * Attach anti-theft devices. * Check the quality of the work. | | |

| **829303 - Serve the customers at the checkout** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=451&comp=829303&codProg=8293) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with company policies * Relevant, accurate and clear information provided * Appropriate attire * Wearing of identification badge * Friendliness * Courtesy * Attentive listening * Patience * Accurate interpretation of non verbal language * Appropriate behaviour toward customers (aggressive individuals, etc.) * Prevention of theft and loss of merchandise * Concern for customer satisfaction and loyalty * Appropriate stress management   **Tasks**    * Greet customers. * Inquire about their needs. * Answer customer questions about where to find products, what services are offered, opening and closing times, statutory holidays, company policies, etc. * Telephone other staff members or ask them to come to the checkout. * Tell customers about promotional offers. * Direct customers to the person in charge of answering more complex questions or handling complaints. * Help make sure that customers are satisfied. * Welcome positive feedback as well as complaints and forward them to the person in charge. * Write down customer contact information. * Speak to customers: ask them how they are, talk about the weather, thank them, etc. * Detect any problems related to the security of people or merchandise and notify the person in charge. | | |

| **829304 - Carry out sales-related transactions** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=451&comp=829304&codProg=8293) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with the Price Accuracy Policy * Compliance with company policies * Compliance with work instructions * Proper use of computerized equipment * Adoption of appropriate postures for working while standing up * Careful handling of merchandise * Prevention of theft and loss of merchandise * Concern for customer satisfaction and loyalty * Appropriate stress management * Exact change given to customers * Honesty * Promptness   **Tasks**    * Check the merchandise (type or brand, quality, quantity, packaging, etc.). * Consult the list of codes or any other documents. * Ensure that customers are of legal age to purchase alcohol, tobacco or lottery tickets. * Ask a packer to check the price of an item or to go and get an item. * Scan the products or input the data manually. * Apply promotional offers and discounts: check the coupons and make sure that the discounts are processed properly. * Ask for point cards, reward cards, etc. * Receive payments in cash, by credit card or by debit card. * Give the customers their change or the money they have withdrawn. * Give the customers their bill and transaction receipt. * Remove the anti-theft devices. * Pack the products: use the customers’ reusable bags or offer them bags, indicate the price per bag, wrap fragile items, and hand the bags back. * Fill in delivery slips. | | |

| **829305 - Close the checkout** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=451&comp=829305&codProg=8293) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with company policies * Compliance with work instructions * Proper application of the steps involved in closing a cash register * Accurate calculations   **Tasks**    * Indicate that the checkout is closed: turn off the checkout light and put out the “Cash closed” sign. * Take out the cash drawer and put it away. * Print the cash register closing and the point-of-sale terminal reports. * Balance the cash: count the money, check the amount of credit card transactions, detect calculation errors, etc. * Prepare the cash register float: recount the money and put it in the tray in the cash drawer. * Make a deposit. * Detect any problems and notify the person in charge. | | |

| **829306 - Maintain a clean and tidy checkout area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=451&comp=829306&codProg=8293) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of cleaning products * Order and cleanliness   **Tasks**    * Dust or wipe display cases, shelves and checkout counter (with or without a conveyor belt). * Replace products. * Check the price labels. * Put away materials (paper bags, plastic bags, office supplies, etc.). * Sweep the floor. * Empty the wastebasket. | | |

| **829307 - Dealing with a robbery** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=451&comp=829307&codProg=8293) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with company policies * Staying within the limits of the occupation * Accurate interpretation of non verbal language * Demonstration of a keen sense of observation * Self-control * Clear communication * Appropriate stress management   **Tasks**    * Identify the situation as an armed or unarmed robbery. * Control one’s physical and psychological reactions. * Apply the established protocol during the robbery: stay calm, don’t make accusations, don’t make sudden movements, hand over the money without question. * Trip the alarm system, if it is invisible and silent. * Notify the police by calling the emergency number. * Follow the established post-robbery protocol: calm down, don’t touch anything, write down the information in order to give it to the authorities or make a report, reassure colleagues, etc. * Complete an incident report. * Participate in a debriefing session. * Consult a healthcare professional, if needed. | | |

## 8796  Video Store Clerk

M796 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=341)

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| **Field of application** | Video store clerks work in video stores. |
| **Other job titles** | Film, video game and equipment rental clerk |

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| Relative Task in Nunavik |
| Assistant Librarian In addition to the tasks below, the student may also learn to   * Organize books and texts in addition to video media * Utilize the library organization system (Dewey Decimal system) |

| **829601 - Serve customers in a video store** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=341&comp=829601&codProg=8296) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Respect for confidentiality * Attentiveness * Relevant, accurate and clear information provided * Concern for client satisfaction.   **Tasks**    * Greet customers. * Interpret the customers’ requests. * Provide information on movies (titles, categories, recommended viewing ages, directors, actors, reviews, etc.) and on video games. * Provide information on store policies, rental conditions, return schedule, date of new releases, etc. * Direct customers toward the product requested (movies and video games for rent or sale, newspapers and magazines, chocolate, popcorn, etc.). * Give customers their member cards. * Give customers movies and video games. * Give customers equipment and explain how to operate it. * Fill out the membership register (rental date, movie or video game title, equipment, etc.). * Take reservations. * Direct customers toward the person in charge for more complex questions or complaints. | | |

| **10 - Receive payment from customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=341&comp=10&codProg=8296) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Honesty * Accurate calculations and data entered * Proper use of computerized equipment   **Tasks**    * Receive money and give change. * Use a cash register, computerized sales equipment or a point-of-sale terminal to receive payment by credit or debit card. * Charge amounts to customers’ accounts. * Give receipts, sales slips, transaction records, etc. | | |

| **829602 - Verify and process returned movies, video games and equipment** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=341&comp=829602&codProg=8296) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Attentiveness * Concern for client satisfaction.   **Tasks**    * Greet customers. * Verify the returned movies, video games and equipment. * Detect signs of breakage or problems. * Inform customers of problems and charge required fees. * Set aside any damaged movies, video games and equipment, send them to be repaired, or put them in the recycling bin or garbage. * Fill out forms. * Notify the person in charge of any problems. | | |

| **829603 - Provide telephone service** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=341&comp=829603&codProg=8296) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Correct application of communication protocol * Respect for confidentiality * Proper use of telephone functions * Attentiveness * Relevant, accurate and clear information provided * Concern for client satisfaction.   **Tasks**    * Take calls: greet customers, give the store's name and ask how they may be of assistance. * Interpret the request. * Provide information on movies (titles, categories, recommended viewing ages, directors, actors, reviews, etc.) and on video games. * Provide information on store policies, rental conditions, return schedule, date of new releases, etc. * Take reservations. * Call customers to advise them of reserved items, rental and return schedules, etc. * Ask customers to contact the person in charge for more complex questions or complaints. | | |

| **710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=341&comp=710&codProg=8296) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with quality standards * Compliance with work instructions * Compliance with company policies * Proper application of work techniques * Accurate data * Careful handling of merchandise   **Tasks**    * Receive instructions from the person in charge about the delivery schedule and types of merchandise (food products, dry goods, animals, materials, hazardous materials, etc.). * Welcome the driver of the delivery vehicle. * Read over the delivery documents: check the delivery location, date and time. * Sign the shipping receipt. * Notify quality control so they can come and check the raw materials. * Cross-check the delivered merchandise against the ordered merchandise (type of merchandise, quantity, etc.). * Check the condition of the merchandise: do a visual inspection of the packaging or boxes, open a container, count the items, etc. * Apply the prescribed procedure if merchandise is damaged or does not comply. * Use an optical scanner to record the entry of the merchandise. * Fill out the administrative forms and send them to the department concerned or to the designated person. * Detect any problems and notify the person in charge. | | |

| **829604 - Organize movies and video games** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=341&comp=829604&codProg=8296) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Proper application of work techniques * Accurate data   **Tasks**    * Unpack movies and video games. * Group the movies by section: comedy, drama, adventure, horror, children, adult, documentary, TV series, etc. * Assign codes to movies and video games. * Keep the movie and video game registers up to date. | | |

| **81 - Display merchandise** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=341&comp=81&codProg=8296) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Accurate and visible labelling * Visibility of brand names * Compliance with display plan * Order and cleanliness   **Tasks**    * Retrieve boxes and merchandise to be displayed. * Assemble and disassemble islands, displays, shelves, etc. * Clean shelves, islands, displays, etc. * Affix prices to products, shelves and displays. * Attach detector or antitheft devices. * Place products on islands, displays, shelves, etc. * Remove expired or damaged merchandise. * Stack the merchandise. * Prepare bulk merchandise. * Set up or remove decorations. * Notify the person in charge when inventories are low. | | |

| **829605 - Monitor the premises** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=341&comp=829605&codProg=8296) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Quick intervention in the event of problems * Vigilance   **Tasks**    * Help customers understand the importance of respecting others' property: hang posters, ask adults and children to handle movies and video games carefully, answer questions related to copying cassettes and DVDs, etc. * Observe the comings and goings of individuals. * Control access to the adult film section. * Notify the person in charge of situations presenting risk: breakage, shoplifting, etc. | | |

| **101 - Keep the store clean and orderly.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=341&comp=101&codProg=8296) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with layout plan * Compliance with the storage or warehousing plan * Order and cleanliness   **Tasks**    * Replace products, mobile displays, advertising posters, etc. * Dust or wash the shelves. * Sweep the aisles. * Tidy up and wash the counters. * Wash the cold rooms and refrigerators. | | |

## 8797  Tool and Equipment Rental Clerk

M797 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=363)

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| **Field of application** | Rental clerks work in tool and equipment rental centres. The tools are organized into various categories: woodworking, electricity, plumbing, ceramics, etc. The equipment can include generators, pumps and small motors, scaffolding equipment, welding equipment, mini-tractors, backhoes and log splitters. |
| **Other job titles** | Tool rental representative, tool rental associate |

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| Relative Task in Nunavik |
| Tool and Equipment Organizer, Material Resource Attendant, KI/KMHB - Maintenance Assistant In addition to the tasks below, the student may also learn to   * Transport equipment to work site * Attend to the needs of the maintenance staff * Keep inventory of equipment and materials * Request additional equipment and materials   Community:  All |

| **829701 - Serve customers at a tool or equipment rental counter** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=363&comp=829701&codProg=8297) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * staying within the limits of the occupation * Attentiveness * Relevant, accurate and clear information provided * Concern for customer safety and satisfaction * Presentation of positive image of the business   **Tasks**    * Greet customers. * Determine the customer’s needs: nature and duration of work, specific context, etc. * Ensure that the requested tool or equipment is suited to the work: consult technical manuals or charts, ask the supervisor, etc. * Suggest a different model of tool or equipment with more or less power, etc., as appropriate. * Ask the customer if he or she knows how to use the tool or equipment. * If not, explain proper techniques or suggest that the customer find out by reading a brochure or technical book, watching a video, consulting an expert, attending training, etc. * Provide information on the terms and conditions of renting tools and equipment (prices, duration of rental, conditions in the case of breakage, etc.). * Provide information on accessories, safety equipment and basic materials needed (types of oil, grease, etc.). * Check the availability of the tool or equipment in stock. * Fill out rental slips: complete forms or enter data in the computer. * Take reservations. * Detect various problems (breakages, theft, etc.) and notify the person in charge. * Direct the customer to the person in charge for more complex questions. | | |

| **829702 - Prepare the tool or equipment and give it to the customer** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=363&comp=829702&codProg=8297) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper functioning of tools and equipment * Relevant, accurate and clear information provided * Concern for customer safety and satisfaction   **Tasks**    * Retrieve the tool in the warehouse or the storeroom, or go to the yard to check equipment. * Check the level of gas and top up if necessary. * Check the level of oil and other fluids and top up if necessary: select the product, pour the necessary quantity in the appropriate place and close the container. * With the customer present, verify the condition of the tool or equipment (scratches, dents, discoloured paint, signs of wear, etc.) and record the information. * With the customer present, verify the operation of the tool or equipment: turn on the tool or equipment, test it, etc. * Explain to the customer techniques for operating and maintaining the tool or equipment: common use, limits of usage or maximum capacity, types of oil, lubrication points, accessories available, etc. * Explain health and safety rules to be followed when using the tool or equipment. * Supply instructional pamphlets when appropriate. * Help the customer load the tool into his or her vehicle, or safely attach the equipment to the trailer hitch. * Put aside tools or equipment that are in poor condition or defective, and fill out a form describing the problem. | | |

| **10 - Receive payment from customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=363&comp=10&codProg=8297) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Honesty * Accurate calculations and data entered * Proper use of computerized equipment   **Tasks**    * Receive money and give change. * Use a cash register, computerized sales equipment or a point-of-sale terminal to receive payment by credit or debit card. * Charge amounts to customers’ accounts. * Give receipts, sales slips, transaction records, etc. | | |

| **829703 - Check and register the tool or equipment upon return** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=363&comp=829703&codProg=8297) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Attentiveness * Concern for client satisfaction.   **Tasks**    * Greet customers. * Inquire as to the customer’s satisfaction. * Take back the tool or equipment and examine it. * With the customer present, verify that the tool or equipment is operating properly. * Detect signs of breakage or problems. * Inform the customer of problems and charge required fees. * Complete the return form. * Put away the tool in the warehouse or storeroom, or put the equipment in the appropriate location. * Set aside damaged tools or equipment and send them for repair. * Notify the person in charge of any problems. | | |

| **829704 - Maintain tools or equipment** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=363&comp=829704&codProg=8297) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of manufacturer’s specifications * staying within the limits of the occupation * Proper application of work techniques * Meticulous work   **Tasks**    * Read the work sheet. * Test the tool or equipment. * Identify malfunctions and have repairs done by the repair service. * Clean the tools or equipment: wipe down, wash, rinse, etc. * Lubricate parts. * Check the level of oil and other fluids and top up if necessary: select product, pour the necessary amount in the appropriate place and close the container. * Touch up the paint job. * Tighten screws. * Check the quality of the work. * Complete the maintenance sheet. * Put away tools in the warehouse or storeroom. | | |

| **829705 - Install blades or accessories on tools or equipment** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=363&comp=829705&codProg=8297) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of manufacturer’s specifications * staying within the limits of the occupation * Proper application of work techniques * Proper functioning of tools and equipment * Meticulous work   **Tasks**    * Read instructions. * Unpack and arrange the parts in order of assembly. * Insert or attach parts, components or accessories (saw blades, safety guards, drill bits, etc.). * Check the quality of the work. * Correct any problems. * Clean the tool or equipment. | | |

| **712 - Handle food and other products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=363&comp=712&codProg=8297) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with work instructions * Proper application of work techniques * Proper use of materials-handling equipment * Concern for the safety of people and goods * Careful handling of products   **Tasks**    * Choose the materials-handling equipment in accordance with the form and weight of the products. * Check the condition of the materials-handling equipment. * Lift boxes, bags, materials or any other cumbersome items and place them on the equipment. * Move products. * Place the products in the designated locations. * Detect any problems and notify the person in charge. | | |

| **134 - Keep a motorized equipment business clean and orderly** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=363&comp=134&codProg=8297) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Proper use of equipment and cleaning products * Compliance with the stocking or storage plan * Order and cleanliness   **Tasks**    * Clean and put away tools and equipment. * Put away materials. * Dispose of recyclable materials. * Pick up debris. * Sweep floors. * Sweep or remove snow from entrances, vehicles, etc. * Empty garbage cans. | | |

## 8798  Stock Handler

M798 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=426)

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| --- | --- |
| **Field of application** | Stock handlers work with clothing, sports and outdoor activity products, home accessories, health and personal care products, office supplies, toys and games, pet food and accessories, furniture or household appliances, building materials and supplies, in department or warehouse stores. Their work schedule is variable. |
| **Other job titles** | Yard clerk, warehouse clerk, materials handler, merchandiser, sales floor clerk, warehouse clerk, night clerk |
| **Information specific to the trade** | Sections 256.2 and 256.3 of the Regulation respecting occupational health and safety stipulate that an operator of a fork lift truck must be at least 16 years old and must have undergone appropriate training. |

| **829801 - Receive merchandise** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=426&comp=829801&codProg=8298) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of rules of hygiene, if applicable * Observance of WHMIS rules, if applicable * Compliance with work instructions * Compliance with company policies * Proper application of work techniques * Proper use of handling equipment * Accurate data * Compliance with the storage or warehousing plan * Careful handling of merchandise * Demonstration of the ability to work alone or in a team   **Tasks**    * Receive instructions from the person in charge about the delivery schedule and types of merchandise (dry goods, hazardous materials, plants, animals, building materials, etc.). * Welcome the driver of the delivery vehicle. * Read over the delivery documents: check the delivery location, date and time. * Sign the shipping receipt. * Help unload the delivery vehicle. * Cross-check the delivered merchandise against the ordered merchandise (type of merchandise, quantity, etc.). * Check the condition of the merchandise: do a visual inspection of the packaging or boxes, open a container, count the items, etc. * Apply the prescribed procedure if merchandise is damaged or does not comply. * Use an optical scanner to record the entry of the merchandise. * Fill out the administrative forms and send them to the department concerned or to the designated person. * Move the boxes, bags, furniture, materials, etc. to the store’s back room or warehouse. * Detect problems and inform the person in charge. | | |

| **829802 - Prepare merchandise for sale** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=426&comp=829802&codProg=8298) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of rules of hygiene, if applicable * Compliance with work instructions * Compliance with company policies * Observance of rules respecting labelling * Proper application of work techniques * Proper use of the labeller * Careful handling of merchandise * Prevention of theft and loss of merchandise   **Tasks**    * Receive instructions from the person in charge. * Unpack boxes, unwrap furniture, open bags, etc. * Check the condition of the merchandise: remove and put aside items that are not fit for sale and note the information on a form. * Sort items by category and place them in bins; fold or hang garments; bag products; put together gift sets, assemble items, etc. * Prepare the tags. * Tag the items. * Attach the antitheft devices. * Check the quality of the preparation. * Put the prepared merchandise in the store’s back room or warehouse. | | |

| **829803 - Handle merchandise** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=426&comp=829803&codProg=8298) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of rules of hygiene, if applicable * Observance of WHMIS rules, if applicable * Compliance with work instructions * Proper application of work techniques * Proper use of handling equipment * Concern for the safety of people and goods * Careful handling of merchandise * Demonstration of the ability to work alone or in a team * Safe operation of lift truck, when needed   **Tasks**    * Choose the materials-handling equipment in accordance with the form and weight of the merchandise. * Check the condition of the materials-handling equipment (dolly, truck, harness, etc.). * Lift boxes, bags, furniture, materials or any other cumbersome items and place them on the equipment. * Move the boxes, bags, furniture, materials, etc. to the store’s back room, warehouse or yard. * Place the merchandise in the designated locations. | | |

| **829804 - Arrange merchandise in the sales area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=426&comp=829804&codProg=8298) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with the merchandising strategy * Proper application of work techniques * Proper time management * Demonstration of good organizational skills * Attractive display of merchandise * Demonstration of the ability to work alone or in a team * Prevention of theft and loss of merchandise   **Tasks**    * Consult the display or set-up plan. * Become informed about the products listed in the week’s circular. * Wipe or dust the shelves. * Move or assemble display cases, hangers, bins, etc. * Fill the shelves, display cases, hangers, bins, etc.: remove expired, damaged or out-of-season products, open the boxes of items, place them on the shelves, hangers, display cases, etc. * Pile up the bags. * Arrange the merchandise in the sales area. * Put certain items of merchandise under lock and key, place them in such a way as to avoid breakage or put up a “do not touch” sign. * Check the presentation of the merchandise. * Put the prices on the shelves, display cases, bins, furniture, materials, etc. * Cross-check the prices indicated against the sales prices for the items (regular or sale prices). * Assist staff in preparing promotional events (product display, theme decorations, dressing a window, etc.). * Detect problems with respect to the safety of people and merchandise and inform the person in charge. | | |

| **829805 - Answer clients’ requests** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=426&comp=829805&codProg=8298) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Accurate identification of the products sold by the retailer * Relevant, accurate and clear information provided * Concern for customer safety and satisfaction * Presentation of positive image of the business * Appropriate attire * Wearing of identification badge * Respect for clientele * Courtesy * Patience * Friendliness   **Tasks**    * Listen to the client’s request or offer to be of assistance. * Indicate where products, customer service, washrooms, cashes, cafeteria, etc. can be found. * Accompany the client to his/her destination. * Go and get items located in departments where the client cannot go or in the warehouse. * Direct clients who want to obtain information on items to the sales associate. * Ensure client satisfaction. | | |

| **829806 - Help deliver orders** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=426&comp=829806&codProg=8298) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Proper application of work techniques * Demonstration of ability to work in a team * Concern for company profitability   **Tasks**    * Receive instructions from the person in charge. * Read the order form (nature of the items purchased, client name and contact information, delivery time, etc.). * Get the items and check their condition. * Put the order together. * Ensure that the order is complete. * Wrap the order. * Hand the order to the client, carry it to his/her vehicle or put it on the delivery dock. * Fill in the administrative forms. * Detect problems and inform the person in charge. | | |

| **829807 - Keep the premises orderly and clean** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=426&comp=829807&codProg=8298) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment * Order and cleanliness   **Tasks**    * Put away items left on the counter, in the dressing rooms, on the floors, at the cashes, etc. * Pick up objects left in the aisles or sales area (materials-handling equipment, shopping carts, various objects, etc.). * Vacuum or sweep the sales area, the store’s back room or the warehouse. * Put away the materials-handling equipment. * Put away the wrapping materials, cardboard boxes and other types of containers. * Recover recyclable materials. * Empty the garbage cans. * Detect problems and inform the person in charge. | | |

| **522 - Operate a lift truck** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=426&comp=522&codProg=8298) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of the maximum load capacity of lift truck and grasping attachments * Observance of traffic rules * Compliance with lift truck shutdown and start procedures * Proper application of work techniques * Accurate interpretation of signalling instructions * Concern for pedestrian safety * Careful handling of merchandise, materials, products, etc. * Safe driving of lift truck   **Tasks**    * Check that the lift truck and its accessories are working properly. * Install or remove grasping equipment. * Use the various driver safety devices: seat belt, screen doors, etc. * Start the lift truck. * Manoeuvre with the (loaded or empty) lift truck: move forward or backward, make forward or backward turns, check blind spots, etc. * Shut down the lift truck: put the engine in neutral, engage the parking brake, lower the loading device, etc. | | |

| **714 - Take action in the event of a minor incident or problem** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=426&comp=714&codProg=8298) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observation of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Self-control * Promptness   **Tasks**    * Recognize that the incident or situation is problematic. * Notify the person in charge or call the emergency number (310-4141 or 911). * Reassure the person and stay with them until help arrives. * Help maintain order. * Help disperse a crowd. * Intervene while being mindful of your own safety. * Write an event report. | | |

# **Sector : 02 - Agriculture and Fisheries**

## 8778  Production Horticulture Labourer

M778 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=433)

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| --- | --- |
| **Field of application** | Production Horticulture labourers work in produce production enterprises in open fields or in greenhouses; for producers of potatoes, berries or apples; for wine production enterprises; for nurseries or lawn production companies; for florist suppliers. Their production methods may be traditional or environmentally responsible. |
| **Other job titles** | Garden vegetable labourer; packer; harvest and maintenance worker; produce sorter |

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| Relative Task in Nunavik |
| Greenhouse Assistant In addition to the tasks below, the student may also learn to...   * Work with indoor hydroponic systems * Grows foods the community * Maintains community greenhouse * Prepares seedlings for community greenhouse   Communities:  Inukjuak – Pirursiivik  Kuujjuaq – Community Greenhouse, Newviq’vi Hydroponic Container |

| **827801 - Prepare and sort horticulture products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=433&comp=827801&codProg=8278) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of hygiene and cleanliness rules * Proper application of work techniques * Adoption of postures appropriate to repetitive tasks * Acceptable work speed * Demonstration of a keen sense of observation * Horticultural production in conformity with quality standards   **Tasks**    * Receive instructions from the person in charge of production. * Remove substandard fruits and vegetables and place them on conveyor belts or in designated containers. * Sort fruits and vegetables according to their size, colour, etc. * Cut leaves or other parts of vegetables, place them in containers filled with water, bundle them together, etc. * Take note of any problems and notify the person in charge. | | |

| **827802 - Pack horticultural products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=433&comp=827802&codProg=8278) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of hygiene and cleanliness rules * Proper application of work techniques * Proper use of equipment * Care taken not to damage fruits and vegetables   **Tasks**    * Receive instructions from the person in charge of production. * Bundle vegetables. * Place fruits or vegetables in bags or other containers, deposit plant boxes in containers, bag or wrap fruits using packaging equipment (check the operation of the equipment, load the bags or plastic wrap, monitor the operation and stop the machine). * Weigh the fruits or vegetables. * Label the bags or containers. * Take note of any problems and notify the person in charge. | | |

| **827803 - Handle horticultural and other products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=433&comp=827803&codProg=8278) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Appropriate use of manually operated equipment   **Tasks**    * Transport plant containers. * Prepare cardboard boxes. * Deposit bags or containers of fruits or vegetables into bags or larger containers. * Stack bags of fruit and vegetables. * Place containers onto pallets. * Move bags, containers and pallets with handling equipment. * Load trucks. | | |

| **827804 - Help install irrigation systems** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=433&comp=827804&codProg=8278) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Appropriate use of tools * Demonstration of ability to work in a team * Efficient work   **Tasks**    * Receive instructions from the person in charge of production. * Load and unload the components of an irrigation system. * Transport components to the installation site. * Install the pipes. * Make the connections. * Check the water tightness of the circuits. * Open and move the mobile sprinkler head according to the watering needs. * Assist horticultural workers in installing the pumps. | | |

| **827805 - Help with the seeding or planting of horticultural produce** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=433&comp=827805&codProg=8278) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Appropriate use of tools * Adoption of postures appropriate to repetitive tasks * Acceptable work speed * Demonstration of ability to work in a team * Concern for not damaging the plants   **Tasks**    * Receive instructions from the person in charge of production. * Plant seeds or fill the planterbox. * Transplant seedlings or load a mechanical planter. * Transplant plants. * Take note of any problems and notify the person in charge. | | |

| **827806 - Help with the work to enhance horticultural production** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=433&comp=827806&codProg=8278) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Appropriate use of tools * Adoption of postures appropriate to repetitive tasks * Acceptable work speed * Demonstration of ability to work in a team * Concern for not damaging the plants   **Tasks**    * Receive instructions from the person in charge of production. * Hoe the planted rows. * Weed the rows. * Loosen the soil. * Help remove rocks and roots. * Mulch the soil around certain vegetables, tie back leaves, etc. * Prune branches and remove suckers. * Cover the rows with mulch. * Put up plant stakes. * Help install tunnels and windbreaks. * Take note of any problems and notify the person in charge. | | |

| **827807 - Help harvest horticultural produce** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=433&comp=827807&codProg=8278) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of hygiene and cleanliness rules * Compliance with quality standards * Proper application of work techniques * Appropriate use of tools * Adoption of postures appropriate to repetitive tasks * Acceptable work speed * Demonstration of ability to work in a team * Careful handling of vegetables and fruit   **Tasks**    * Receive instructions from the person in charge of production. * Prepare harvesting materials and equipment (bags or baskets for apples, grapes or berries, containers for vegetables, etc.). * Select horticultural products according to their ripeness, colour, size and shape. * Pick vegetables, cut grape bunches or pick berries and put them into baskets, pick apples and place them in bags, etc.). * Place fruit, vegetables or planters in baskets or crates, on conveyor belts, etc. * Take note of any problems and notify the person in charge. | | |

| **827808 - Help horticultural workers in carrying out various tasks** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=433&comp=827808&codProg=8278) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Compliance with storage plan * Order and cleanliness   **Tasks**    * Maintain external areas: pick up containers, bags, etc. * Maintain the greenhouse: sweep the floor, pick up garbage, wash tables, etc. * Carry out minor repairs: repaint doors, replace light bulbs, replace tiles, etc. * Wash and disinfect plant containers. * Wash equipment. * Put away tools and equipment. * Collect residue and discard it according to the received instructions. | | |

## 8769  Indoor Plant Tender

M769 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=424)

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| **Field of application** | Plant tenders work for companies that provide specialized horticultural services to government ministries, public bodies or companies in the private sector. They work alone. |
| **Other job titles** | No other job title |

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| Relative Task in Nunavik |
| Greenhouse Assistant In addition to the tasks below, the student may also learn to...   * Work with indoor hydroponic systems * Grows foods the community * Maintains community greenhouse * Prepares seedlings for community greenhouse   Communities:  Inukjuak – Pirursiivik  Kuujjuaq – Community Greenhouse, Newviq’vi Hydroponic Container |

| **826901 - Prepare to visit the customer for the first time** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=424&comp=826901&codProg=8269) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Good organizational skills * Careful handling of plants * Concern for company profitability * Punctuality   **Tasks**    * Receive instructions from the horticulturist in charge (addresses of the places to visit, representatives’ names, specifics of the agreements, etc.). * Check the schedule. * Consult the interior landscape plan for each place to be visited (location of plants and their common names). * Consult the plant maintenance sheet for each place to be visited. * Make certain to have the material required (tools, plant debris bags or containers, sprayer, watering can, work gloves, etc.). * Select the products needed (fertilizer, premixed products, etc.). | | |

| **826902 - Prepare the plants for transportation** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=424&comp=826902&codProg=8269) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Concern for client satisfaction. * Careful handling of plants   **Tasks**    * Receive instructions from the horticulturist in charge * Cross-check the plant(s) against the order (plant names, quantities, pot size, specific characteristics, etc.). * Examine each plant in order to discover any problems. * Select the packaging material. * Package the plant(s). * Attach a label. * Transport the plant(s) or put them on a cart. | | |

| **826903 - Ensure client service** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=424&comp=826903&codProg=8269) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Clear communication with customers * Presentation of positive image of the business * Appropriate attire * Discretion * Courteous service * Concern for client satisfaction. * Punctuality * Consistency of work   **Tasks**    * Upon arriving at the establishment, ask the representative of the organization or company if there are any specific instructions. * Greet staff members or respond to the greetings of the clients of a shopping centre, financial institution, etc. * Answer questions concisely. * Communicate with the horticulturist in charge when needed. | | |

| **826904 - Carry out regular maintenance of indoor plants** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=424&comp=826904&codProg=8269) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Correct identification of indoor plants * Proper application of work techniques * Proper use of tools and equipment * Proper time management * Demonstration of a keen sense of observation * Discretion * Plants in good condition   **Tasks**    * Check how moist the soil is and water the plants as needed. * Fertilize the plants. * Trim the plants (remove stems that are interfering with vigour or aesthetics, pinch off or disbud, etc.). * Clean the plants (dust the foliage, remove dead leaves and flowers, etc. * Wash or spray and polish foliage. * Break up the surface of the soil. * Stake the plants. * Put the plants in decorative planters. * Rotate the plants. * Check that the automatic plant watering system is working properly. * Notify the person in charge about any plants that require specific care, present irregularities or should be replaced. * Complete the monitoring sheet for the establishment visited. | | |

| **826905 - Keep the premises clean and maintain the equipment** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=424&comp=826905&codProg=8269) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Concern for client satisfaction. * Order and cleanliness * Good condition of goods and premises   **Tasks**    * Be sure to protect the work area (office, space in the lobby, etc.), as needed. * Store tools and materials in an appropriate place * After watering, wipe up any puddles or drops of water. * Dry the pots. * Put the plant debris in the designated place. * Sweep or vacuum (portable or not) to pick up spilled soil, dry leaves, etc. * Wipe the tools and put them away. | | |

## 8801  Attendant-Pet Care

M801 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=297)

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| **Field of application** | Pet care attendants work in retail pet shops, animal shelters, short- or long-term boarding kennels, breeding kennels, dog training schools and veterinary establishments. |
| **Other job titles** | Kennel attendant, animal attendant. |

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| Relative Task in Nunavik |
| Vet Assistant, Kennel assistant, Animal care worker In addition to the tasks below, the student may also learn to...   * Shadow the animal care worker * Ride along on patrols for loose dogs * Observe animal intake/outcare procedures * Issue and collect fines   Communities:  Kuujjuaq  Kuujjuarapik – GWR Animal Control Department & Shelter |

| **830101 - Maintain the living quarters of animals** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=297&comp=830101&codProg=8301) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of standard operating procedures or the Guide des pratiques généralement reconnues (GPGR) * Compliance with work instructions * Proper application of work techniques * Proper use of equipment and cleaning products * Order and cleanliness * Confidence in handling animals and birds   **Tasks**    * Clean (pick up excrement, remove shavings or litter if necessary, wash the walls, floors and fencing of interior or exterior enclosures, or wash the cages, replace shavings or litter if necessary, wash the troughs and feeders, etc.) and disinfect cages and enclosures for dogs, cats and other small pets. * Clean (remove paper or absorbent material from the bottom of cages, wash the cages and scrape the bars, replace the paper or material, wash the troughs and feeders, etc.) and disinfect the bird cages. * Clean (remove debris from the bottom of the cages, wash the bottom of the cages, replace grass or any other material, wash the troughs and feeders, etc.) and disinfect the vivariums. * Put away equipment and cleaning products. | | |

| **830102 - Maintain public areas** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=297&comp=830102&codProg=8301) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment and cleaning products * Order and cleanliness   **Tasks**    * Sweep and wash walkways, entrances, etc. * Make sure the outside areas are clean. * Sweep and wash the training rooms. * Do minor repairs (replace hooks, bars, heating lamps, bulbs, etc.). * Help reorganize the living quarters. * Put away equipment and cleaning products. | | |

| **830103 - Attend to the basic needs of dogs, cats or other small mammals** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=297&comp=830103&codProg=8301) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of standard operating procedures or the Guide des pratiques généralement reconnues (GPGR) * Compliance with work instructions * Observance of frequency for providing care * Staying within the limits of the occupation * Proper application of work techniques * Confidence in handling animals * Animals in good condition   **Tasks**    * Feed the animals (read the diet, measure the food and distribute it). * Make sure water is available (fill the troughs, bottles, etc.). * Provide animals with routine hygienic care (brush or comb dogs and cats and wash them, clip their nails, handle rodents, etc.). * Ensure the well-being of animals (walk dogs or bring them outside to play, give toys to dogs and cats, give chew sticks to rodents, etc.). * Identify signs of physical discomfort or behavioural problems (despondency, limping, aggressiveness, etc.), and notify the person in charge. | | |

| **830104 - Attend to the basic needs of birds or reptiles** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=297&comp=830104&codProg=8301) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of standard operating procedures or the Guide des pratiques généralement reconnues (GPGR) * Compliance with work instructions * Observance of frequency for providing care * Staying within the limits of the occupation * Proper application of work techniques * Confidence in handling birds or reptiles * Birds or reptiles in good condition   **Tasks**    * Feed the birds or reptiles (read the diet, measure the grains or feed, and distribute it, etc.). * Make sure water is available (fill the water containers or bottles). * Identify signs of physical discomfort (excessive moulting, tremors, spots, loss of appetite, etc.) and notify the person in charge. | | |

| **830105 - Attend to the basic needs of fish** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=297&comp=830105&codProg=8301) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of frequency for providing care * Staying within the limits of the occupation * Proper application of work techniques * Cleanliness of aquariums * Fish in good condition   **Tasks**    * Feed the fish (read the diet; measure granules, flakes or feed; and distribute the food to the fish). * Clean aquariums (vacuum, scrape the glass, replace filters and foam blocks, wash stones, remove and replace dead plants, etc.). * Remove sick or dead fish. * Under supervision, provide the fish with certain care such as administering medicine or adding solutions to the water, etc. * Detect any other problems (white spots, erratic swimming, etc.), and notify the person in charge. | | |

| **712 - Handle food and other products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=297&comp=712&codProg=8301) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with work instructions * Proper application of work techniques * Proper use of materials-handling equipment * Concern for the safety of people and goods * Careful handling of products   **Tasks**    * Choose the materials-handling equipment in accordance with the form and weight of the products. * Check the condition of the materials-handling equipment. * Lift boxes, bags, materials or any other cumbersome items and place them on the equipment. * Move products. * Place the products in the designated locations. * Detect any problems and notify the person in charge. | | |

| **710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=297&comp=710&codProg=8301) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with quality standards * Compliance with work instructions * Compliance with company policies * Proper application of work techniques * Accurate data * Careful handling of merchandise   **Tasks**    * Receive instructions from the person in charge about the delivery schedule and types of merchandise (food products, dry goods, animals, materials, hazardous materials, etc.). * Welcome the driver of the delivery vehicle. * Read over the delivery documents: check the delivery location, date and time. * Sign the shipping receipt. * Notify quality control so they can come and check the raw materials. * Cross-check the delivered merchandise against the ordered merchandise (type of merchandise, quantity, etc.). * Check the condition of the merchandise: do a visual inspection of the packaging or boxes, open a container, count the items, etc. * Apply the prescribed procedure if merchandise is damaged or does not comply. * Use an optical scanner to record the entry of the merchandise. * Fill out the administrative forms and send them to the department concerned or to the designated person. * Detect any problems and notify the person in charge. | | |

| **81 - Display merchandise** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=297&comp=81&codProg=8301) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Accurate and visible labelling * Visibility of brand names * Compliance with display plan * Order and cleanliness   **Tasks**    * Retrieve boxes and merchandise to be displayed. * Assemble and disassemble islands, displays, shelves, etc. * Clean shelves, islands, displays, etc. * Affix prices to products, shelves and displays. * Attach detector or antitheft devices. * Place products on islands, displays, shelves, etc. * Remove expired or damaged merchandise. * Stack the merchandise. * Prepare bulk merchandise. * Set up or remove decorations. * Notify the person in charge when inventories are low. | | |

| **830106 - Serve customers in a pet shop, training school, animal shelter, kennel, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=297&comp=830106&codProg=8301) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Staying within the limits of the occupation * Courteous, efficient service * Relevant, accurate and clear information provided * Vigilance with respect to risky situations   **Tasks**    * Greet customers. * Interpret customers’ requests. * Provide general information on taking care of animals and notify customers of the professional services offered. * Direct customers toward the product requested. * Handle animals or birds and place them in a box or container for transport. * Wrap or bag merchandise and hand it to the customer. * Inspect the merchandise when a customer returns or exchanges it. * Help customers place purchases in their cars. * Detect various problems (shoplifting, etc.) and notify the person in charge. | | |

| **830107 - Help veterinarians and animal health technicians** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=297&comp=830107&codProg=8301) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Staying within the limits of the occupation * Proper application of work techniques * Confidence in handling animals   **Tasks**    * Wash the examination table, disinfect the materials and put away products. * Help immobilize animals. * Help the specialist apply a bandage or perform a nonsurgical procedure. * Put away materials and products. | | |

## 8809  Gatherer of Non-Timber Forest Products

M809 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=434)

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| --- | --- |
| **Field of application** | Gatherers of Non-Timber Forest Products work for small- or medium-size businesses that process non-timber forest products, solidarity cooperatives, etc. They can also sell their products to restaurant owners or buyers or at a public market. They gather products on public or private land, on the territory of an Aboriginal community or on the territory covered by the James Bay and Northern Québec Agreement. |
| **Other job titles** |  |

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| --- |
| Relative Task in Nunavik |
| Arctic Forager, Foraging guide, In addition to the tasks below, the student may also learn to...   * Identify safe and edible forageables * Prepare tea and other forageable products for sale * Preserve and store forageable products   Products specific to Nunavik:  Berries: Cloudberry, Crowberry, Redberry, Blueberry, etc.  Mushrooms: Boletes, Puffballs  Plants: Labrador tea, arctic cotton, moss, beard lichen  Communities:  All |

| **830901 - Prepare for harvesting** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=434&comp=830901&codProg=8309) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Accurate interpretation of maps or photographs * Accurate interpretation of reference works and identification keys * Proper use of a compass, GPS (global positioning system) or telecommunications equipment * Demonstration of a keen sense of observation   **Tasks**    * Read documents or listen to specialists concerning the characteristics of products (berry jams and jellies, herbal teas, medicinal herbs, dried mushrooms, spruce gum syrup, essential oils, etc.) and their uses. * Consult specialists or websites to learn about the toxicity of plants and mushrooms, and about threatened flower species or species vulnerable to over-harvesting. * Consult the weather forecast or the fire weather index. * Make sure he/she has the necessary equipment (season-appropriate clothing, communications system, first aid kit, survival kit, insect repellent, containers and accessories for gathering, etc.). * Obtain authorization from the land's owner. * Learn about the presence of wild animals in the area. * Read road maps, forest road maps, topographical maps, aerial photographs, etc. * Travel to the gathering site: navigate forest roads; walk on paths, in logged-over forests, in burned forests, along the edges of fields, bogs, waterways, lagoons, shorelines, etc. * Identify signs pointing to the presence of products in a given area. * Estimate the quantitative and qualitative potential of a site or “patch.” * Agree with other gatherers on how they will share the site. | | |

| **830902 - Gather berries (blueberries, strawberries, raspberries, blackberries, cranberries, cloudberries, saskatoon berries, highbush cranberries, etc.)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=434&comp=830902&codProg=8309) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with quality standards * Accurate identification of berries * Proper application of work techniques * Adoption of postures appropriate to repetitive tasks * Acceptable work speed * Concern for the sustainable management of the resource   **Tasks**    * Stay safe (confirm the absence of wasp or ant nests, identify problems on the site such as branch piles or bogs, recognize signs indicating that a bear is nearby, etc.). * Identify the fruits accurately to avoid confusing them with similar fruits that could be deadly, toxic or inedible. * Adopt a stance to avoid damaging the fruits. * Gather mature fruits and sort them in order to avoid placing unripe or overripe fruit or plant debris in the containers. * Protect the filled containers from the elements and from tipping over. * Ensure the optimal preservation of the products gathered. | | |

| **830903 - Gather mushrooms (boletes, lobster mushrooms, sheep’s foot, morels, oyster mushrooms, chanterelles, shaggy mane, etc.)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=434&comp=830903&codProg=8309) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with quality standards * Accurate identification of mushrooms * Proper application of work techniques * Adoption of postures appropriate to repetitive tasks * Concern for the sustainable management of the resource   **Tasks**    * Stay safe (confirm the absence of wasp or ant nests, identify problems on the site such as branch piles or bogs, recognize signs indicating that a bear is nearby, etc.). * Identify the mushrooms accurately to avoid confusing them with similar mushrooms that could be deadly, toxic or inedible. * Evaluate the quality of the mushrooms (size, colour, texture, smell, presence of parasites, etc.). * Cut the mushrooms at the stem, remove the parts with parasites, wipe the mushrooms, etc. * Place the mushrooms loosely in containers. * Protect the filled containers from the elements and from tipping over. * Ensure the optimal preservation of the products gathered. | | |

| **830904 - Gather plants (soapwort, fiddleheads, Labrador tea leaves, cattails, seaweed, glasswort, etc.), branches or tree bark** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=434&comp=830904&codProg=8309) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with quality standards * Accurate identification of plants * Proper application of work techniques * Adoption of postures appropriate to repetitive tasks * Concern for the sustainable management of the resource   **Tasks**    * Stay safe (confirm the absence of wasp or ant nests, identify problems on the site, determine the depth of water, etc.). * Identify the plants accurately to avoid confusing them with similar plants that could be deadly, toxic or inedible. * Evaluate the quality of the plants (condition, size, colour, texture, smell, etc.). * Pull or cut stems, gather flowers or leaves, clean them, etc. * Place the plants loosely in containers. * Protect the filled containers from the elements and from tipping over. * Ensure the optimal preservation of the products gathered. | | |

| **830905 - Gather and prepare balsam fir gum** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=434&comp=830905&codProg=8309) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with quality standards * Proper application of work techniques * Appropriate use of pickway * Adoption of postures appropriate to repetitive tasks * Acceptable work speed * Concern for the sustainable management of the resource   **Tasks**    * Stay safe (branches, dead trees, lodgers). * Distinguish between balsam fir and other conifers. * Insert the pickway into the resin blisters. * Empty the pickway into another container. * Protect the filled containers from the elements and from tipping over. * Filter the fir gum and empty it into clean plastic food containers. * Ensure the optimal preservation of the gathered product. * Clean the equipment. | | |

| **553 - Survival in a remote area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=434&comp=553&codProg=8309) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of the proper procedure * Proper use of the material in the first-aid kit * Correct application of the survival techniques, taking into account the place and the season * Appropriate reaction in the event of a confrontation with a wild animal * Self-control * Patience   **Tasks**    * Acknowledge that you are lost. * Make a fire: select the site, collect dry wood and branches, moss, bark, etc., arrange the wood, light it and keep feeding the fire. * Signal your position: whistle, flashlight, fire, flare, satellite emergency system, etc. * Take shelter: find a place to wait for rescue (branches, uprooted tree, rock crevice, etc.) or build an emergency shelter. * Find drinking water, eat the dried foods in the survival kit or find food nearby (gather wild fruit and mushrooms known to be edible; capture animals such as porcupines, etc.). | | |

| **717 - Take action in an emergency situation in a remote area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=434&comp=717&codProg=8309) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * staying within the limits of the occupation * Observance of the procedure to follow in emergency situations * Correct application of the communication protocol * Proper use of the material in the first-aid kit * Self-control * Promptness   **Tasks**    * Recognize that the situation is an emergency. * Notify the person in charge or make an emergency call using a cell phone (310 4141 or 911), a short-wave radio system or a satellite device: identify yourself, give the exact site coordinates, explain the situation, find out what measures to take, etc. * Apply the prescribed measures. * Reassure the person and stay with them until help arrives. * Intervene while being mindful of your own safety. * Write an event report. | | |

| **524 - Drive an ATV, snowmobile or motorboat** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=434&comp=524&codProg=8309) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of traffic and navigation rules * Observance of procedures for operating and shutting down ATVs, snowmobiles and motorboats * Proper use of GPS or radar technology * Safe driving of an ATV, snowmobile or motorboat * Accurate interpretation of drivers’ hand signals * Proper care of ATV, snowmobile or motorboat   **Tasks**    * Inspect the ATV, snowmobile or motorboat (gas and oil levels, condition of batteries and spark plugs, etc.) * Attach a trailer or sled. * Put on a helmet or lifejacket. * Start up the ATV, snowmobile or motorboat. * Drive the ATV or snowmobile over different types of terrain (flat or mountainous, frozen lakes or rivers, forest roads, etc.), or navigate the boat on a lake or watercourse. * Right an ATV or snowmobile that has flipped over, or turn over a capsized motorboat. * Park an ATV or snowmobile, or dock the motorboat. * Put a tarpaulin over the ATV, snowmobile or motorboat. | | |

# **Sector : 03 - Food Services and Tourism**

## 8618  Food and Beverage Server in a Chain Restaurant

M618 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=66)

|  |  |
| --- | --- |
| **Field of application** | These food and beverage servers work in chain restaurants or in restaurants where menus are standardized and repetitive. |
| **Other job titles** | Waiter/waitress |

| **132 - Set tables in a dining room or bar** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=66&comp=132&codProg=8118) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of hygiene and cleanliness rules * Compliance with work instructions * Order and cleanliness   **Tasks**    * Arrange the tables. * Polish utensils and wipe glasses. * Set the tables: tablecloths or placemats, napkins, dishes, glasses, utensils, lamps, candles, flowers, etc. * Set up the galley: stock the carts with foodstuffs and various materials, prepare coffee, tea, etc. * Stock the bar. | | |

| **811801 - Greet customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=66&comp=811801&codProg=8118) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Warm welcome   **Tasks**    * Welcome customers. * Direct them to a table. * Hand out menus. * Answer enquiries. | | |

| **811802 - Serve food and drinks** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=66&comp=811802&codProg=8118) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of rules of service and precedence * Staying within the limits of the occupation * Efficient service * Effective coordination with kitchen staff   **Tasks**    * Present menus. * Suggest dishes and accompaniments. * Take orders. * Place orders. * Serve soups, entrees and desserts. * Keep water glasses filled. * Serve hot and cold drinks. * Serve alcohol. * Prepare bills and give them to customers. | | |

| **400 - Clear tables** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=66&comp=400&codProg=8118) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Proper application of work techniques * Quick execution   **Tasks**    * Clear dishes and glasses, with and without a platter. * Remove tablecloths or placemats. * Wipe tables. * Bring the dirty dishes for dishwashing. | | |

| **10 - Receive payment from customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=66&comp=10&codProg=8118) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Honesty * Accurate calculations and data entered * Proper use of computerized equipment   **Tasks**    * Receive money and give change. * Use a cash register, computerized sales equipment or a point-of-sale terminal to receive payment by credit or debit card. * Charge amounts to customers’ accounts. * Give receipts, sales slips, transaction records, etc. | | |

| **401 - Keep the dining room or bar clean and orderly** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=66&comp=401&codProg=8118) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper use of cleaning products * Order and cleanliness   **Tasks**    * Clean the equipment. * Wash and put away glasses, dishes and utensils. * Sweep floors. * Detect various problems and notify the person in charge. | | |

| **402 - Keep public areas clean and orderly** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=66&comp=402&codProg=8118) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper use of cleaning products * Order and cleanliness   **Tasks**    * Clear, empty, wash and put away platters. * Clean and disinfect tables and chairs. * Sweep and wash floors. * Empty and clean garbage cans. * Clean and disinfect bathrooms. * Store cleaning products. | | |

## 8668  Packer

M668 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=315)

|  |  |
| --- | --- |
| **Field of application** | Packers work in grocery stores or supermarkets. |
| **Other job titles** | Supermarket clerk, grocery packer |

| **816801 - Pack groceries** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=315&comp=816801&codProg=8168) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Courtesy * Quick execution * Concern for client satisfaction.   **Tasks**    * Greet customers. * Take bags from customers or offer them paper or plastic grocery bags. * Fill the bags: distribute the groceries according to item, weight and volume; repackage fish, seafood and meat trays; place maintenance products in separate bags, etc. * Place bags as well as unpacked products (cases of beverages, toilet paper, etc.) in the grocery cart or give them to the customer. * Thank and say “goodbye” to the customer. | | |

| **816802 - Provide car order service** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=315&comp=816802&codProg=8168) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Careful handling of groceries * Courteous service   **Tasks**    * Inquire about the location of the vehicle in the parking lot or wait until the customer parks the vehicle close to the exit of the grocery store or supermarket. * Put the grocery bags where the customer requests. * Say “goodbye” to the customer and thank him or her for the tip, if applicable. | | |

| **816803 - Help the cashier** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=315&comp=816803&codProg=8168) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Proper use of bar code scanner * Quick execution * Concern for client satisfaction. * Concern for company profitability   **Tasks**    * Respond to the cashier’s requests. * Check prices: locate products on the tables, shelves, display areas and counters; read and memorize the price; transmit the information to the cashier or bring the product. * Replace damaged products: locate products on the tables, shelves, display areas and counters and bring them to the cash. * Dispose of products that are damaged or left at the cash. | | |

| **816804 - Clean public areas in a grocery store** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=315&comp=816804&codProg=8168) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Proper use of cleaning products * Order and cleanliness   **Tasks**    * Pick up carts left in the parking lot and put them away. * Bring cases of empty bottles to the back of the store. * Clean messes around the check-outs and isles: broken jars, spills, etc. * Pick up various objects or garbage. * Sweep floors. * Empty garbage cans. * Empty the recycling machine for cans. | | |

| **816805 - Participate in loading the delivery vehicle** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=315&comp=816805&codProg=8168) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Careful handling of merchandise.   **Tasks**    * Receive instructions from the deliverer concerning the distribution of boxes containing grocery bags. * Place boxes in the vehicle according to the order of delivery. * Take the necessary precautions to prevent losing or damaging any groceries. | | |

## 8707  Hotel Cleaner

M707 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=355)

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| --- | --- |
| **Field of application** | Hotel cleaners work in hotels, motels, hostels, resorts, outfitting camps, spas, etc. |
| **Other job titles** | Hotel room attendant, housekeeping clerk |

| **500 - Start and end a work shift** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=355&comp=500&codProg=8207) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Proper preparation of carts * Efficient work   **Tasks**    * Read and fill out assignment sheets. * Prepare the equipment: check the condition of the equipment, replace filters or vacuum cleaner bags, etc. * Prepare their cart: check the quantity of products and materials, ensure that products are properly placed on the cart, etc. * Stock the supply room. * Notify the person in charge when inventories are low. | | |

| **820701 - Clean rooms or suites** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=355&comp=820701&codProg=8207) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of the procedure to follow in emergency situations * Respect for the customer’s privacy * Observance of time allotted * Appropriate use of materials, tools and products * Clean, attractive, well-supplied rooms with properly functioning equipment * Concern for client satisfaction.   **Tasks**    * Enter rooms. * Make the beds. * Vacuum and dust the furniture, light fixtures, lamps, etc. * Clean the bathroom (sink, mirror, bathtub, shower, toilet, etc.), change the towels and stock the bathroom with toiletries. * Set out promotional materials, tourist magazines, etc. * Empty the wastepaper baskets, etc. * Stock the minibar. * Provide turndown service. * Tidy and clean the kitchenettes. * Sweep the patios or balconies. * Clean the fireplace. * Clean saunas, whirlpools, etc. * Ensure the rooms are safe. * Bring lost items to the reception. * Detect various problems (breakages, malfunctioning equipment, missing objects, etc.), and notify the person in charge. | | |

| **820702 - Perform periodic cleaning tasks** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=355&comp=820702&codProg=8207) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of time allotted * Observance of periodic maintenance schedule * Appropriate use of materials, tools and products * Demonstration of ability to work in a team   **Tasks**    * Wash furnishings. * Wash walls, baseboards and doors. * Wash windows and their accessories. * Wash the refrigerator. | | |

| **820703 - Serve customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=355&comp=820703&codProg=8207) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Courteous service * Discretion * Clear communication with customers   **Tasks**    * Answer customers’ questions or refer them to the receptionist. * Explain how the equipment works: TV, radio-alarm clock, Internet connection, etc. * Lend out and take back various items: iron, hair dryer, etc. * Forward complaints to the supervisor. * Detect various problems (breakages, malfunctioning equipment, missing objects, etc.), and notify the person in charge. | | |

## 8761  Restaurant Host/Hostess

M761 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=415)

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| --- | --- |
| **Field of application** | Restaurant hosts/hostesses work in restaurants that are part of a chain or restaurants with standard and repetitive menus. |
| **Other job titles** | Receptionist |

| **826101 - Manage dining room reservations** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=415&comp=826101&codProg=8261) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Correct application of the communication protocol * Attentive listening to clients * Proper use of computerized equipment * Relevant, accurate and clear information provided * Meticulous work   **Tasks**    * Receive telephone calls: greet the client, give the name of the restaurant and ask how the client wishes to be assisted (reservation, cancellation or change in reservation). * Ask the date and time of the reservation, the number of clients, if there are children or persons with special needs, and if there are any preferences (near a window, private room, etc.). * Check the reservations book or software to see if the requested time is available or to make the reservation for another time. * Enter the reservation in the reservations book or software, indicating all the required information and making sure that reservations are distributed as evenly as possible among servers. * Mark cancellations in the reservations book or software. * Place a small sign on the reserved table. * Keep an eye out for problems and inform the dining room manager. | | |

| **826102 - Welcome clients** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=415&comp=826102&codProg=8261) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Patience * Courteous service * Friendliness * Appropriate personal appearance * Presentation of positive image of the business * Appropriate attire * Wearing of identification badge * Warm welcome * Appropriate stress management   **Tasks**    * Receive instructions from the dining room manager. * Greet clients and welcome them. * Answer clients’ questions (type of cuisine, menus, services for physically challenged people, children, business dinners, etc.). * Ask the clients if they have a reservation and, if not, check the availability of tables and assign them one. * Ask clients to wait until a table becomes free: tell them approximately how long the wait will be, regularly inform them of the time left to wait, respect priorities, etc. * Suggest that clients leave their coats in the coatroom. * Collect promotional coupons or gift certificates, if applicable. | | |

| **826103 - Show clients to their table** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=415&comp=826103&codProg=8261) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with the establishment’s norms and quality standards * Relevant, accurate and clear information provided * Concern for client satisfaction. * Courteous service   **Tasks**    * Take one or more menus and the wine list, if applicable. * Show clients to their table. * Ensure that the table is clean and properly laid and, if it is not, suggest another table or ask a busboy to help. * Ask if the location of the table is satisfactory. * Invite the clients to sit down or pull out their chairs. * Hand them the menu and the wine list, if applicable. * Light the candles. * Wish the clients “bon appétit” and indicate that the server will arrive shortly to take their order. * Offer colouring materials to children. * Listen to client complaints and transmit them to the dining room manager. | | |

| **826104 - Assist the dining room staff** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=415&comp=826104&codProg=8261) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with the establishment’s norms and quality standards * staying within the limits of the occupation * Proper application of work techniques * Demonstration of ability to work in a team   **Tasks**    * Help keep the entrance clean and tidy: fill brochure holders, pick up papers or debris, display the restaurant’s business cards, put found items in the lost-and-found, etc. * Restock the reception station (pencils, placemats, menus, etc.). * Help with table service: bring glasses of water and beverages, clear tables, etc. * Keep an eye out for problems (children running between the tables, a person who is ill or inebriated, etc.), and report the problem to the dining room manager. | | |

| **401 - Keep the dining room or bar clean and orderly** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=415&comp=401&codProg=8261) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper use of cleaning products * Order and cleanliness   **Tasks**    * Clean the equipment. * Wash and put away glasses, dishes and utensils. * Sweep floors. * Detect various problems and notify the person in charge. | | |

| **10 - Receive payment from customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=415&comp=10&codProg=8261) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Honesty * Accurate calculations and data entered * Proper use of computerized equipment   **Tasks**    * Receive money and give change. * Use a cash register, computerized sales equipment or a point-of-sale terminal to receive payment by credit or debit card. * Charge amounts to customers’ accounts. * Give receipts, sales slips, transaction records, etc. | | |

## 8812  Grocery Store or Supermarket Clerk

M812 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=32)

|  |  |
| --- | --- |
| **Field of application** | Grocery store or supermarket clerks work in grocery stores or supermarkets. |
| **Other job titles** | Stock Handler |

| **710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=32&comp=710&codProg=8312) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with quality standards * Compliance with work instructions * Compliance with company policies * Proper application of work techniques * Accurate data * Careful handling of merchandise   **Tasks**    * Receive instructions from the person in charge about the delivery schedule and types of merchandise (food products, dry goods, animals, materials, hazardous materials, etc.). * Welcome the driver of the delivery vehicle. * Read over the delivery documents: check the delivery location, date and time. * Sign the shipping receipt. * Notify quality control so they can come and check the raw materials. * Cross-check the delivered merchandise against the ordered merchandise (type of merchandise, quantity, etc.). * Check the condition of the merchandise: do a visual inspection of the packaging or boxes, open a container, count the items, etc. * Apply the prescribed procedure if merchandise is damaged or does not comply. * Use an optical scanner to record the entry of the merchandise. * Fill out the administrative forms and send them to the department concerned or to the designated person. * Detect any problems and notify the person in charge. | | |

| **712 - Handle food and other products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=32&comp=712&codProg=8312) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with work instructions * Proper application of work techniques * Proper use of materials-handling equipment * Concern for the safety of people and goods * Careful handling of products   **Tasks**    * Choose the materials-handling equipment in accordance with the form and weight of the products. * Check the condition of the materials-handling equipment. * Lift boxes, bags, materials or any other cumbersome items and place them on the equipment. * Move products. * Place the products in the designated locations. * Detect any problems and notify the person in charge. | | |

| **22 - Stock the counters, freezers, shelves or display cases** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=32&comp=22&codProg=8312) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with display plan * Attractive presentation of products   **Tasks**    * Read the display plan. * Check which articles are on special in the weekly flyer. * Rotate products: check the expiry dates and remove expired products. * Wipe off counters and shelves. * Dust containers of food and non-food products. * Replace new products. * Check the labels close to the counters and shelves. * Detect various problems ( breakages, malfunctioning equipment, missing objects, etc.) and notify the person in charge. | | |

| **831201 - Serve customers in a grocery store or supermarket** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=32&comp=831201&codProg=8312) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Courteous service * Attentiveness * Relevant, accurate and clear information provided * Concern for client satisfaction.   **Tasks**    * Greet customers. * Take note of customers’ requests. * Provide information on products in the grocery store or supermarket. * Direct customers toward the product requested. * Hand products to customers. | | |

| **10 - Receive payment from customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=32&comp=10&codProg=8312) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Honesty * Accurate calculations and data entered * Proper use of computerized equipment   **Tasks**    * Receive money and give change. * Use a cash register, computerized sales equipment or a point-of-sale terminal to receive payment by credit or debit card. * Charge amounts to customers’ accounts. * Give receipts, sales slips, transaction records, etc. | | |

| **102 - Clean and tidy up the workspace and counters** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=32&comp=102&codProg=8312) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Proper use of cleaning products * Order and cleanliness   **Tasks**    * Clean and disinfect counters and work areas. * Clean and disinfect equipment, machines, materials and accessories. * Clean and disinfect refrigerators and cold rooms. * Scour ovens and other baking equipment. * Wash dishes, glasses and utensils. * Put away materials. * Sweep and wash floors. * Empty and clean garbage cans. * Store cleaning products. | | |

## 8813  Cook’s Helper

M813 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=62)

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| **Field of application** | Cook’s helpers work in the kitchen of restaurants, hotels, institutions, cafeterias, caterers, grocery stores or supermarkets. |
| **Other job titles** | Food preparer |

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| Relative Task in Nunavik |
| Soup Kitchen worker, Lunch program cook, breakfast club preparer In addition to the tasks below, the student may also learn to...   * Prepare and delivery meals for elders and community members * Balance a budget and take inventory * Apply for additional funding   Communities:  Inukjuak – Sursiivik |

| **710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=62&comp=710&codProg=8313) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with quality standards * Compliance with work instructions * Compliance with company policies * Proper application of work techniques * Accurate data * Careful handling of merchandise   **Tasks**    * Receive instructions from the person in charge about the delivery schedule and types of merchandise (food products, dry goods, animals, materials, hazardous materials, etc.). * Welcome the driver of the delivery vehicle. * Read over the delivery documents: check the delivery location, date and time. * Sign the shipping receipt. * Notify quality control so they can come and check the raw materials. * Cross-check the delivered merchandise against the ordered merchandise (type of merchandise, quantity, etc.). * Check the condition of the merchandise: do a visual inspection of the packaging or boxes, open a container, count the items, etc. * Apply the prescribed procedure if merchandise is damaged or does not comply. * Use an optical scanner to record the entry of the merchandise. * Fill out the administrative forms and send them to the department concerned or to the designated person. * Detect any problems and notify the person in charge. | | |

| **712 - Handle food and other products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=62&comp=712&codProg=8313) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with work instructions * Proper application of work techniques * Proper use of materials-handling equipment * Concern for the safety of people and goods * Careful handling of products   **Tasks**    * Choose the materials-handling equipment in accordance with the form and weight of the products. * Check the condition of the materials-handling equipment. * Lift boxes, bags, materials or any other cumbersome items and place them on the equipment. * Move products. * Place the products in the designated locations. * Detect any problems and notify the person in charge. | | |

| **255 - Prepare raw foodstuffs** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=62&comp=255&codProg=8313) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Staying within the limits of the occupation * Proper application of work techniques * Proper use of knives and equipment   **Tasks**    * Wash, peel and pare fruits and vegetables. * Cut, slice and chop fruits and vegetables. * Clean, cut and grind meat, cold cuts and fish. * Slice cheeses. | | |

| **831301 - Perform basic preparation techniques for dishes** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=62&comp=831301&codProg=8313) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Staying within the limits of the occupation * Proper application of work techniques * Proper use of tools and equipment * Effective coordination with kitchen staff   **Tasks**    * Read a work sheet or daily production table. * Weigh and measure ingredients. * Prepare soups and creams using bases. * Prepare sauces using bases. * Prepare salads, cold entrées, etc. * Arrange food on plates and serving platters. * Put leftovers in containers and store foods. | | |

| **831302 - Perform basic preparation techniques for desserts** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=62&comp=831302&codProg=8313) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Staying within the limits of the occupation * Proper application of work techniques * Proper use of tools and equipment * Effective coordination with kitchen staff   **Tasks**    * Read a work sheet or daily production table. * Weigh and measure ingredients. * Prepare cakes, cookies, etc. using mixes. * Make gelatines, creams, etc. using bases. * Prepare portions of desserts. * Assemble and decorate desserts. * Store, refrigerate or freeze desserts. | | |

| **251 - Prepare breakfasts** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=62&comp=251&codProg=8313) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Staying within the limits of the occupation * Proper application of work techniques * Proper use of equipment * Appealing presentation of dishes * Effective coordination with kitchen staff   **Tasks**    * Read a work sheet or daily production table. * Cook eggs. * Cook meat and other products. * Prepare baked goods to be served. * Prepare hot drinks and fruit juices. * Arrange food on plates. | | |

| **715 - Package food and non-food products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=62&comp=715&codProg=8313) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with quality standards * Proper application of the work techniques * Accurate and visible labelling * Concern for efficiency * Attractive presentation of products   **Tasks**    * Set up the work area and prepare the packaging materials and equipment. * Check the condition of the packaging containers. * Check that the scale is working properly. * Count or weigh products. * Sort or organize the products. * Place the products in containers or bags and repackage them. * Check the quality of the presentation. * Close and seal the containers. * Verify the accuracy of the information on the labels and affix them to the products. * Put food products in the cold room, refrigerated counters or freezers. | | |

| **22 - Stock the counters, freezers, shelves or display cases** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=62&comp=22&codProg=8313) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with display plan * Attractive presentation of products   **Tasks**    * Read the display plan. * Check which articles are on special in the weekly flyer. * Rotate products: check the expiry dates and remove expired products. * Wipe off counters and shelves. * Dust containers of food and non-food products. * Replace new products. * Check the labels close to the counters and shelves. * Detect various problems ( breakages, malfunctioning equipment, missing objects, etc.) and notify the person in charge. | | |

| **831303 - Serve customers at a prepared foods counter** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=62&comp=831303&codProg=8313) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Courteous service * Attentiveness * Relevant, accurate and clear information provided * Concern for client satisfaction.   **Tasks**    * Greet customers. * Take note of customers’ requests. * Provide information on prepared dishes. * Direct customers toward the product requested. * Hand products to customers. | | |

| **102 - Clean and tidy up the workspace and counters** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=62&comp=102&codProg=8313) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Proper use of cleaning products * Order and cleanliness   **Tasks**    * Clean and disinfect counters and work areas. * Clean and disinfect equipment, machines, materials and accessories. * Clean and disinfect refrigerators and cold rooms. * Scour ovens and other baking equipment. * Wash dishes, glasses and utensils. * Put away materials. * Sweep and wash floors. * Empty and clean garbage cans. * Store cleaning products. | | |

## 8814  Butcher’s Helper

M814 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=60)

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| **Field of application** | Butcher’s helpers work in butcher shops or at the meat counter in grocery stores or supermarkets. They do not work in slaughterhouses. |
| **Other job titles** | Food preparer at the butcher counter |

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| Relative Task in Nunavik |
| Community Freezer Assistant In addition to the tasks below, the student may also learn to...   * Butcher and prepare country food for the community |

| **710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=60&comp=710&codProg=8314) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with quality standards * Compliance with work instructions * Compliance with company policies * Proper application of work techniques * Accurate data * Careful handling of merchandise   **Tasks**    * Receive instructions from the person in charge about the delivery schedule and types of merchandise (food products, dry goods, animals, materials, hazardous materials, etc.). * Welcome the driver of the delivery vehicle. * Read over the delivery documents: check the delivery location, date and time. * Sign the shipping receipt. * Notify quality control so they can come and check the raw materials. * Cross-check the delivered merchandise against the ordered merchandise (type of merchandise, quantity, etc.). * Check the condition of the merchandise: do a visual inspection of the packaging or boxes, open a container, count the items, etc. * Apply the prescribed procedure if merchandise is damaged or does not comply. * Use an optical scanner to record the entry of the merchandise. * Fill out the administrative forms and send them to the department concerned or to the designated person. * Detect any problems and notify the person in charge. | | |

| **712 - Handle food and other products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=60&comp=712&codProg=8314) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with work instructions * Proper application of work techniques * Proper use of materials-handling equipment * Concern for the safety of people and goods * Careful handling of products   **Tasks**    * Choose the materials-handling equipment in accordance with the form and weight of the products. * Check the condition of the materials-handling equipment. * Lift boxes, bags, materials or any other cumbersome items and place them on the equipment. * Move products. * Place the products in the designated locations. * Detect any problems and notify the person in charge. | | |

| **831401 - Prepare meat and butcher products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=60&comp=831401&codProg=8314) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Staying within the limits of the occupation * Proper application of work techniques * Proper use of equipment   **Tasks**    * Grind meat. * Tenderize meat. * Slice products. * Do other types of preparations: deboning, dressing, tying, scraping, etc. * Prepare portions for storage or freezing. | | |

| **715 - Package food and non-food products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=60&comp=715&codProg=8314) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with quality standards * Proper application of the work techniques * Accurate and visible labelling * Concern for efficiency * Attractive presentation of products   **Tasks**    * Set up the work area and prepare the packaging materials and equipment. * Check the condition of the packaging containers. * Check that the scale is working properly. * Count or weigh products. * Sort or organize the products. * Place the products in containers or bags and repackage them. * Check the quality of the presentation. * Close and seal the containers. * Verify the accuracy of the information on the labels and affix them to the products. * Put food products in the cold room, refrigerated counters or freezers. | | |

| **22 - Stock the counters, freezers, shelves or display cases** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=60&comp=22&codProg=8314) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with display plan * Attractive presentation of products   **Tasks**    * Read the display plan. * Check which articles are on special in the weekly flyer. * Rotate products: check the expiry dates and remove expired products. * Wipe off counters and shelves. * Dust containers of food and non-food products. * Replace new products. * Check the labels close to the counters and shelves. * Detect various problems ( breakages, malfunctioning equipment, missing objects, etc.) and notify the person in charge. | | |

| **831402 - Serve customers at the butcher counter** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=60&comp=831402&codProg=8314) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Attentiveness * Relevant, accurate and clear information provided * Concern for client satisfaction.   **Tasks**    * Greet customers. * Take note of customers’ requests. * Provide information on butchery products. * Direct customers toward the product requested. * Hand products to customers. | | |

| **10 - Receive payment from customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=60&comp=10&codProg=8314) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Honesty * Accurate calculations and data entered * Proper use of computerized equipment   **Tasks**    * Receive money and give change. * Use a cash register, computerized sales equipment or a point-of-sale terminal to receive payment by credit or debit card. * Charge amounts to customers’ accounts. * Give receipts, sales slips, transaction records, etc. | | |

| **102 - Clean and tidy up the workspace and counters** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=60&comp=102&codProg=8314) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Proper use of cleaning products * Order and cleanliness   **Tasks**    * Clean and disinfect counters and work areas. * Clean and disinfect equipment, machines, materials and accessories. * Clean and disinfect refrigerators and cold rooms. * Scour ovens and other baking equipment. * Wash dishes, glasses and utensils. * Put away materials. * Sweep and wash floors. * Empty and clean garbage cans. * Store cleaning products. | | |

## 8822  Industrial Butcher’s Helper

M822 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=69)

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| **Field of application** | Industrial butcher’s helpers work in meat and poultry slaughtering, cutting and processing establishments. |
| **Other job titles** | Meat cutter, poultry preparer, production helper |

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| Relative Task in Nunavik |
| Community Freezer Assistant In addition to the tasks below, the student may also learn to...   * Butcher and prepare country food for the community |

| **832201 - Prepare the work materials** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=69&comp=832201&codProg=8322) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques   **Tasks**    * Sharpen knives. * Clean knives. * Wear the necessary clothing and equipment: clean smock, steel mesh gloves, hard hat, safety toe-caps, etc. | | |

| **832202 - Prepare the animals to be cut up** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=69&comp=832202&codProg=8322) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Quick execution * Precise work   **Tasks**    * After stunning the animals (cattle, pigs, sheep, calves), slaughter and hang them. * After stunning the poultry, hang and slaughter the birds. * Make sure that the equipment used to prepare the animals (shaving, etc.) is working properly. * Gut the animals. * Make sure that the equipment used to wash the carcasses is working properly. * Transfer carcasses to the cold room. ·Transfer carcasses to the cold room. | | |

| **832203 - Eviscerate the animals** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=69&comp=832203&codProg=8322) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with quality standards * Proper application of work techniques * Proper use of saws, knives and specialized equipment   **Tasks**    * Cut the edible parts. * Remove the inedible parts. | | |

| **832204 - Cut up carcasses** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=69&comp=832204&codProg=8322) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with quality standards * Proper application of work techniques * Proper use of saws, knives and specialized equipment   **Tasks**    * Cut up carcasses. * Remove bones and fat from the meat. * Prepare meat for primal cuts. | | |

| **832205 - Perform primal cuts** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=69&comp=832205&codProg=8322) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with quality standards * Proper application of work techniques * Proper use of saws, knives and specialized equipment   **Tasks**    * Perform the cuts. * Trim the pieces of meat. * Prepare finished products. * Weigh and package portions. | | |

| **716 - Keep the workspace clean and orderly, in a food processing plant** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=69&comp=716&codProg=8322) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of government standards regarding the use of cleaning products * Proper use of cleaning and disinfecting products * Order and cleanliness   **Tasks**    * Pick up the trash. * Clean and disinfect the tools. * Clean and disinfect the equipment. * Clean and disinfect the work surfaces. * Put away the cleaning products. | | |

## 8815  Baker’s Helper

M815 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=61)

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| **Field of application** | Baker’s helpers work in bakeries, traditional bakeries or at the baked goods counter in grocery stores or supermarkets. They may also work in semi-industrial or industrial bakeries. |
| **Other job titles** | Bakery clerk |

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| Relative Task in Nunavik |
| Community Bread Baker In addition to the tasks below, the student may also learn to...   * Prepare and bake breads for community members, elders |

| **710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=61&comp=710&codProg=8315) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with quality standards * Compliance with work instructions * Compliance with company policies * Proper application of work techniques * Accurate data * Careful handling of merchandise   **Tasks**    * Receive instructions from the person in charge about the delivery schedule and types of merchandise (food products, dry goods, animals, materials, hazardous materials, etc.). * Welcome the driver of the delivery vehicle. * Read over the delivery documents: check the delivery location, date and time. * Sign the shipping receipt. * Notify quality control so they can come and check the raw materials. * Cross-check the delivered merchandise against the ordered merchandise (type of merchandise, quantity, etc.). * Check the condition of the merchandise: do a visual inspection of the packaging or boxes, open a container, count the items, etc. * Apply the prescribed procedure if merchandise is damaged or does not comply. * Use an optical scanner to record the entry of the merchandise. * Fill out the administrative forms and send them to the department concerned or to the designated person. * Detect any problems and notify the person in charge. | | |

| **712 - Handle food and other products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=61&comp=712&codProg=8315) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with work instructions * Proper application of work techniques * Proper use of materials-handling equipment * Concern for the safety of people and goods * Careful handling of products   **Tasks**    * Choose the materials-handling equipment in accordance with the form and weight of the products. * Check the condition of the materials-handling equipment. * Lift boxes, bags, materials or any other cumbersome items and place them on the equipment. * Move products. * Place the products in the designated locations. * Detect any problems and notify the person in charge. | | |

| **831501 - Set up for the day’s production** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=61&comp=831501&codProg=8315) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Staying within the limits of the occupation * Proper application of work techniques * Proper use of equipment   **Tasks**    * Take note of the production table. * Select ingredients. * Prepare tools and equipment. * Weigh and measure ingredients, and load the mixer. * Operate the equipment. * Unload the finished product. | | |

| **831502 - Perform activities related to the preparation of baked goods** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=61&comp=831502&codProg=8315) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Staying within the limits of the occupation * Proper application of work techniques * Proper use of equipment   **Tasks**    * Grease or flour moulds or sheets. * Cut the dough into portions. * Shape the dough. * Cover the moulds for rising. * Stretch pizza dough. | | |

| **831503 - Bake baked goods** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=61&comp=831503&codProg=8315) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Staying within the limits of the occupation * Proper application of work techniques * Proper use of equipment   **Tasks**    * Set the oven temperature. * Place the moulds in the oven. * Monitor the baking. * Remove the moulds and set aside the products. | | |

| **831504 - Perform activities related to the preparation of pastries** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=61&comp=831504&codProg=8315) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Staying within the limits of the occupation * Proper application of work techniques * Proper use of equipment   **Tasks**    * Mask cakes or apply finishes. * Decorate cakes. * Decorate tarts, etc. | | |

| **715 - Package food and non-food products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=61&comp=715&codProg=8315) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with quality standards * Proper application of the work techniques * Accurate and visible labelling * Concern for efficiency * Attractive presentation of products   **Tasks**    * Set up the work area and prepare the packaging materials and equipment. * Check the condition of the packaging containers. * Check that the scale is working properly. * Count or weigh products. * Sort or organize the products. * Place the products in containers or bags and repackage them. * Check the quality of the presentation. * Close and seal the containers. * Verify the accuracy of the information on the labels and affix them to the products. * Put food products in the cold room, refrigerated counters or freezers. | | |

| **22 - Stock the counters, freezers, shelves or display cases** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=61&comp=22&codProg=8315) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with display plan * Attractive presentation of products   **Tasks**    * Read the display plan. * Check which articles are on special in the weekly flyer. * Rotate products: check the expiry dates and remove expired products. * Wipe off counters and shelves. * Dust containers of food and non-food products. * Replace new products. * Check the labels close to the counters and shelves. * Detect various problems ( breakages, malfunctioning equipment, missing objects, etc.) and notify the person in charge. | | |

| **831505 - Serve customers at the baked goods counter** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=61&comp=831505&codProg=8315) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Attentiveness * Relevant, accurate and clear information provided * Concern for client satisfaction.   **Tasks**    * Greet customers. * Take note of customers’ requests. * Provide information on baked goods and pastries. * Direct customers toward the product requested. * Hand products to customers. | | |

| **10 - Receive payment from customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=61&comp=10&codProg=8315) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Honesty * Accurate calculations and data entered * Proper use of computerized equipment   **Tasks**    * Receive money and give change. * Use a cash register, computerized sales equipment or a point-of-sale terminal to receive payment by credit or debit card. * Charge amounts to customers’ accounts. * Give receipts, sales slips, transaction records, etc. | | |

| **102 - Clean and tidy up the workspace and counters** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=61&comp=102&codProg=8315) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Proper use of cleaning products * Order and cleanliness   **Tasks**    * Clean and disinfect counters and work areas. * Clean and disinfect equipment, machines, materials and accessories. * Clean and disinfect refrigerators and cold rooms. * Scour ovens and other baking equipment. * Wash dishes, glasses and utensils. * Put away materials. * Sweep and wash floors. * Empty and clean garbage cans. * Store cleaning products. | | |

## 8818  Food Service Helper

M818 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=278)

|  |  |
| --- | --- |
| **Field of application** | Food service helpers work in restaurants, institutions or cafeterias. |
| **Other job titles** | Hostess, server, food runner, |

| **132 - Set tables in a dining room or bar** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=278&comp=132&codProg=8318) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of hygiene and cleanliness rules * Compliance with work instructions * Order and cleanliness   **Tasks**    * Arrange the tables. * Polish utensils and wipe glasses. * Set the tables: tablecloths or placemats, napkins, dishes, glasses, utensils, lamps, candles, flowers, etc. * Set up the galley: stock the carts with foodstuffs and various materials, prepare coffee, tea, etc. * Stock the bar. | | |

| **831801 - Serve water, condiments and various foods** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=278&comp=831801&codProg=8318) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Staying within the limits of the occupation * Effective coordination with the food and beverage server and kitchen staff   **Tasks**    * Fill water glasses. * Serve condiments and other items such as bread, butter, etc. * Serve entrees, desserts and hot drinks. * Clear dishes. * Direct customers’ requests to the food and beverage server. | | |

| **400 - Clear tables** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=278&comp=400&codProg=8318) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Proper application of work techniques * Quick execution   **Tasks**    * Clear dishes and glasses, with and without a platter. * Remove tablecloths or placemats. * Wipe tables. * Bring the dirty dishes for dishwashing. | | |

| **712 - Handle food and other products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=278&comp=712&codProg=8318) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with work instructions * Proper application of work techniques * Proper use of materials-handling equipment * Concern for the safety of people and goods * Careful handling of products   **Tasks**    * Choose the materials-handling equipment in accordance with the form and weight of the products. * Check the condition of the materials-handling equipment. * Lift boxes, bags, materials or any other cumbersome items and place them on the equipment. * Move products. * Place the products in the designated locations. * Detect any problems and notify the person in charge. | | |

| **401 - Keep the dining room or bar clean and orderly** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=278&comp=401&codProg=8318) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper use of cleaning products * Order and cleanliness   **Tasks**    * Clean the equipment. * Wash and put away glasses, dishes and utensils. * Sweep floors. * Detect various problems and notify the person in charge. | | |

| **402 - Keep public areas clean and orderly** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=278&comp=402&codProg=8318) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper use of cleaning products * Order and cleanliness   **Tasks**    * Clear, empty, wash and put away platters. * Clean and disinfect tables and chairs. * Sweep and wash floors. * Empty and clean garbage cans. * Clean and disinfect bathrooms. * Store cleaning products. | | |

## 8823  Sports Equipment Rental Attendant

M823 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=281)

|  |  |
| --- | --- |
| **Field of application** | Sports equipment rental attendants work in ski centres, golf clubs, tennis or racket sports clubs, arenas, outdoor centres, recreation centres and outfitting camps. They may also be employed in stores carrying sports equipment and outdoor recreation gear (bicycles, hunting and fishing equipment, etc.). In order to keep the number of semiskilled trades to a minimum, for the time being the optional competency Maintain sports equipment encompasses a variety of equipment such as rackets, skis, skates and snowshoes, bow hunting and fishing gear, bicycles, golf equipment, etc. |
| **Other job titles** | Sports equipment rental technician |

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| --- |
| Relative Task in Nunavik |
| Hunter Support Assistant In addition to the tasks below, the student may also learn to...   * Distribute cheques to hunters * Receive and record game from the hunters * Value and Exchange hunting tools made in the community * Distribute food from the community freezer |

| **718 - Serve the customers of a sports equipment rental or repair business** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=281&comp=718&codProg=8323) | **2** |
| --- | --- | --- |
| **Performance criteria**    * staying within the limits of the occupation * Courteous service * Attentiveness * Relevant, accurate and clear information provided * Accurate information entered on slips * Concern for customer safety and satisfaction   **Tasks**    * Greet the client. * Interpret the request. * Provide information on the services offered. * Provide information on the use, maintenance or storage of equipment. * Present the health and safety rules. * Consider if it is appropriate to refuse to carry out an adjustment or repair. * Explain the work to be done and the approximate cost of the repair. * Fill in the slips or input the information. | | |

| **10 - Receive payment from customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=281&comp=10&codProg=8323) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Honesty * Accurate calculations and data entered * Proper use of computerized equipment   **Tasks**    * Receive money and give change. * Use a cash register, computerized sales equipment or a point-of-sale terminal to receive payment by credit or debit card. * Charge amounts to customers’ accounts. * Give receipts, sales slips, transaction records, etc. | | |

| **832301 - Inspect and process the returned equipment** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=281&comp=832301&codProg=8323) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Attentive listening * Concern for client satisfaction. * Relevant, accurate and clear information provided   **Tasks**    * Greet customers. * Take note of customers’ requests. * Provide information on rental conditions and options. * Prepare rental forms: fill out forms or enter data. * Give out the equipment: explain how to use it and the safety rules, etc. * Make the necessary adjustments by taking into account customers’ physical characteristics. | | |

| **832302 - Maintain sports equipment** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=281&comp=832302&codProg=8323) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of manufacturer’s specifications * Compliance with work instructions * Proper application of work techniques   **Tasks**    * Check the condition of the equipment. * Hire a specialized service for major repairs. * Notify the person in charge. * Clean the equipment. * Prepare the equipment (sharpen skates, wax cross-country skis, oil bicycle chains, replace laces, etc.). * Put away the sports equipment by brand, size, etc. | | |

| **505 - Keep the work areas clean and orderly in a sports equipment rental or repair business** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=281&comp=505&codProg=8323) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with the storage or warehousing plan * Order and cleanliness   **Tasks**    * Put away tools, parts, materials, products, etc. * Wipe workbenches and shelves. * Stock the workstation. * Sweep floors. * Salvage scrap materials for recycling or dispose of waste. * Empty garbage cans. | | |

## 8824  Dishwasher

M824 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=334)

|  |  |
| --- | --- |
| **Field of application** | Dishwashers work in restaurants, institutions, or cafeterias. |
| **Other job titles** | Kitchen helper |

| **832401 - Wash dishes, glasses and utensils** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=334&comp=832401&codProg=8324) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Quick execution * Effective coordination with kitchen staff * Appropriate stress management * No broken dishes or glasses (cracks, chips, etc.) * No bent utensils * Spotless appearance   **Tasks**    * Clear the plates and dispose of leftovers in the garbage, compost or recycling bins. * Sort the dishes and glasses, and soak the utensils. * Rinse the plates, glasses and utensils. * Sort the plates, glasses and utensils in different racks and place them in the dishwasher. * Check the amount of detergent, softener or sanitizer and add if necessary. * Start the dishwasher. * Ensure that the water temperature for the wash and rinse cycles are within the manufacturer’s specifications. * Hand wash fragile items (glassware, porcelain or glass service plates etc.) and dry them. * Remove the racks from the dishwasher and empty them. * Check that the plates, glasses and utensils are clean, and put them away or stack them. * Inform the person in charge if the dishwasher is not working properly or of any other problems. | | |

| **832402 - Clean pots and pans** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=334&comp=832402&codProg=8324) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Quick execution * Effective coordination with kitchen staff * Appropriate stress management * No residue   **Tasks**    * Soak the dirty pots and pans, add degreaser, etc. * Apply the scouring powder. * Scrub to remove all food residue. * Rinse the pots and pans. * Check that the pots and pans are clean. * Wipe or dry the pots and pans. * Put away the pots and pans. | | |

| **832403 - Rub and polish silverware** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=334&comp=832403&codProg=8324) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Quick execution * Proper application of work techniques * Proper use of polishing products * Effective coordination with kitchen staff * Appropriate stress management * Spotless appearance   **Tasks**    * Make sure that the items that need to be polished are clean. * Apply the polishing product. * Rub with a soft cloth. * Rinse in hot water. * Dry the items. * Put away the silverware. | | |

| **712 - Handle food and other products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=334&comp=712&codProg=8324) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with work instructions * Proper application of work techniques * Proper use of materials-handling equipment * Concern for the safety of people and goods * Careful handling of products   **Tasks**    * Choose the materials-handling equipment in accordance with the form and weight of the products. * Check the condition of the materials-handling equipment. * Lift boxes, bags, materials or any other cumbersome items and place them on the equipment. * Move products. * Place the products in the designated locations. * Detect any problems and notify the person in charge. | | |

| **832404 - Maintain the work area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=334&comp=832404&codProg=8324) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Proper use of cleaning products * Order and cleanliness   **Tasks**    * Clean the dishwasher: empty the racks and clean the spray arms. * Change the dishwasher’s water regularly. * Add a descaler. * Clean the carts, dish bins, sink and counters. * Sweep and wash the floors near the work area. * Put away the products. * Empty and clean garbage cans. * Empty and clean compost and recycling bins, if applicable. | | |

| **832405 - Help other staff with simple tasks** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=334&comp=832405&codProg=8324) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * staying within the limits of the occupation * Proper application of work techniques   **Tasks**    * Help the kitchen staff: clean, peel or pare fruits and vegetables, cut them, etc. * Help the dining room or bar staff: pick up trays, put away glasses, plates and utensils, etc. * Help the cleaning staff: clean and disinfect tables and chairs; sweep and wash floors; empty and clean garbage cans; clean and disinfect washrooms; etc. | | |

## 8827  Wicket Clerk

M827 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=399)

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| --- | --- |
| **Field of application** | Wicket clerks work at wickets located at the entrance of amusement parks, trade fairs, drive-in movie theatres, cinemas, museums, etc. |
| **Other job titles** | Clerk, ticket clerk, ticket taker |

| **832701 - Control access to the site** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=399&comp=832701&codProg=8327) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Courtesy * Relevant, accurate and clear information provided * Concern for client satisfaction. * Patience * Courteous service * Friendliness * Appropriate attire * Wearing of identification badge   **Tasks**    * Prepare the workstation. * Greet customers. * Check customers’ ages to see whether they are entitled to special rates, where offered * Give each customer a ticket, an admission bracelet, an adhesive lapel tag, a bar-code card, etc. * Explain to customers how to use the admission bracelet or card. * Stamp each customer’s hand with an ink stamp so that customers can come and go as they wish. * Ask customers to drop a section of their coupon in the designated slot, where applicable. * Activate the turnstile giving access to the premises. * Inform a superior in the event of problems (i.e. a user who contravenes the rules or refuses to pay the fees, etc.). | | |

| **10 - Receive payment from customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=399&comp=10&codProg=8327) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Honesty * Accurate calculations and data entered * Proper use of computerized equipment   **Tasks**    * Receive money and give change. * Use a cash register, computerized sales equipment or a point-of-sale terminal to receive payment by credit or debit card. * Charge amounts to customers’ accounts. * Give receipts, sales slips, transaction records, etc. | | |

| **832702 - Monitor customers at the entrance** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=399&comp=832702&codProg=8327) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Demonstration of a keen sense of observation * Appropriate judgment * Vigilance * Appropriate attire * Wearing of identification badge   **Tasks**    * Greet customers. * Ask customers for their tickets. * Tear the ticket in two. Give one part to the customer and deposit the other in the designated slot. * Keep an eye on people who may be likely to create problems (people who look sick, drunk, etc.) and quickly inform the person in charge. * Keep an eye out for people who try to get in without paying. * Inform a superior in the event of problems. | | |

| **832703 - Assist customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=399&comp=832703&codProg=8327) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Attentiveness * Relevant, accurate and clear information provided * Concern for client satisfaction. * Appropriate attire * Wearing of identification badge   **Tasks**    * Greet customers. * Inquire about the customers’ needs. * Provide information on rates (for adults, children, senior citizens, families, etc.), opening and closing hours, rules, special events, etc. * Help people to find their way around by pointing out the numbers and locations of various rooms, stands, fairground attractions, etc. * Offer brochures to customers. * Direct customers toward the person in charge for more complex questions or complaints. | | |

| **714 - Take action in the event of a minor incident or problem** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=399&comp=714&codProg=8327) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observation of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Self-control * Promptness   **Tasks**    * Recognize that the incident or situation is problematic. * Notify the person in charge or call the emergency number (310-4141 or 911). * Reassure the person and stay with them until help arrives. * Help maintain order. * Help disperse a crowd. * Intervene while being mindful of your own safety. * Write an event report. | | |

| **711 - Keep the entrance booth or wicket clean and orderly** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=399&comp=711&codProg=8327) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with the stocking or storage plan * Order and cleanliness   **Tasks**    * Pick up the trash. * Put away the forms, tickets, materials, etc. * Check the condition of the price signs, schedule posters, etc. * Dust the workstation (pay station, surveillance monitor, computer, counter, etc.). * Sweep the floor. * Wash the windows. * Empty the wastepaper baskets. * Remove the snow from the space around the entrance booth or wicket. * Detect any problems and notify the person in charge. | | |

## 8829  Hotel Porter

M829 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=416)

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| --- | --- |
| **Field of application** | Hotel porters work under the direction of the hotel’s Reception Supervisor or Concierge. |
| **Other job titles** | No other job title |

| **554 - Start and end a work shift as part of the hotel lobby staff** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=416&comp=554&codProg=8329) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Attentive listening to explanations * Asking of relevant questions * Recognition of the importance of promoting tourism * Appropriate personal appearance * Presentation of positive image of the business * Appropriate attire * Wearing of identification badge * Concern for efficiency   **Tasks**    * Dress in the establishment’s uniform and put on his/her identification badge. * Bring himself/herself up-to-date on key events that happened during the previous shift (number of occupied rooms, specific incidents, groups, special events, etc.). * Receive instructions related to the shift (arrival and departure times of tourist or convention groups, arrival and departure times of clients, whether they are famous or not, length of their stay, special events, presence of companion animals, etc.). * Listen to information about the special needs of clients (politicians, athletes, musicians, participants in dog shows, teens on school break, members of a religious order, etc.). * At the end of the shift, record the required information in the log book and inform the supervisor and colleagues about it. | | |

| **832901 - Control comings and goings at the hotel door** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=416&comp=832901&codProg=8329) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with the establishment’s norms and quality standards * Patience * Concern for client satisfaction. * Demonstration of a keen sense of observation * Appropriate stress management * Vigilance   **Tasks**    * Welcome and greet clients and, if applicable, greet regular clients by name. * Facilitate access to the establishment: assist clients in climbing the stairs or invite them to use the ramp, open and close the door, etc. * Keep an eye on individuals behaving suspiciously and loitering around the front of the hotel or wanting to get into the lobby or lounge, ask them what they want, politely ask them to leave the premises, if need be, and notify the authorities. * Watch for suspicious-looking packages or items and report them to the authorities. * Watch for illegally parked vehicles, write down the licence plate number and report them to the authorities. * Direct delivery vehicles to the right place. * Ask drivers of vehicles in no-parking areas to move them, directing them to the parking lot. * Contact security staff when there is a major problem. | | |

| **832902 - Assist arriving or departing clients** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=416&comp=832902&codProg=8329) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with the establishment’s norms and quality standards * Patience * Concern for client satisfaction. * Demonstration of ability to work in a team   **Tasks**    * Open and close the vehicle door. * Greet the client, welcome or wish him/her a pleasant stay or trip. * Unload the luggage from the vehicle and put it on the ground or luggage cart or load it into the vehicle. * Call a hotel bellhop. * Call a hotel parking valet. * Show the client where the parking lot is located. * Hail a taxi. * Answer client questions about the location of various services in the hotel, tourist attractions and certain nearby services. | | |

| **832903 - Assist the hotel bellhop** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=416&comp=832903&codProg=8329) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with the establishment’s norms and quality standards * staying within the limits of the occupation * Proper application of work techniques * Proper use of equipment * Demonstration of ability to work in a team   **Tasks**    * Request assistance or receive requests for assistance by radiotelephone, cell phone or pager. * Assist the hotel bellhop: load luggage onto a cart, watch over unattended luggage, etc. * Apply the safety measures set down by the establishment. * Help keep the entrance and lobby neat and tidy: pick up papers or debris, put carts back, shovel or sweep the entrance. * Wait until another doorkeeper comes before leaving the post. | | |

| **714 - Take action in the event of a minor incident or problem** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=416&comp=714&codProg=8329) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observation of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Self-control * Promptness   **Tasks**    * Recognize that the incident or situation is problematic. * Notify the person in charge or call the emergency number (310-4141 or 911). * Reassure the person and stay with them until help arrives. * Help maintain order. * Help disperse a crowd. * Intervene while being mindful of your own safety. * Write an event report. | | |

## 8830  Public area maintenance attendant

M830 [](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=421)

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| **Field of application** | Public area maintenance attendants work in outfitting camps, inns, resorts, campgrounds, outdoor recreational areas, etc. |
| **Other job titles** | Outfitting camp labourer |

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| Relative Task in Nunavik |
| Trail Blazer, Camp Maintainer, Emergency Shelter Maker In addition to the tasks below, the student may also learn to...   * Cut Trails and river crossings * Flag routes and trails * Maintain and construct cabins * Maintain and construct survival points |

| **833001 - Maintain the grounds of the main building, outbuildings and cottages** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=421&comp=833001&codProg=8330) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Concern for customer safety and satisfaction * Order and cleanliness   **Tasks**    * Receive instructions from the person in charge. * Inspect the grounds regularly to make sure they are clean and safe. * Pick up trash and throw it into the garbage cans. * Empty the garbage cans and take the bags to the designated area. * Make sure that wild animals have not tipped over garbage cans. * Place recyclables in the bins provided for that purpose. * Rake leaves, pick up dead branches and put them in the designated area. * Mow the grass, use the grass trimmer along the edge of the road and entrance, or use the brush cutter to cut young coniferous or deciduous saplings. * Water and weed the flowerbeds. * Wash outdoor furniture (picnic tables, chairs, umbrellas, etc.) and put them back in the right place. * Maintain the areas where fish and game are prepared. * Maintain the entrances and parking areas. * Identify problems and notify the person in charge. | | |

| **833002 - Ensure that equipment in the cottages is in good condition** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=421&comp=833002&codProg=8330) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Concern for customer safety and satisfaction   **Tasks**    * Receive instructions from the person in charge. * Put the firewood in the wood box. * Check propane-powered equipment: read the quantity gauge on the gas bottle, turn on or turn off appliances such as the refrigerator, stove and water heater; replace mantle stockings on lamps, etc. * Check oil-powered equipment: read the quantity gauge on the oil tank, turn on or turn off appliances, etc. * Identify any problems with the septic tank. * Identify various building maintenance problems: worm-eaten veranda floorboards, broken windows, broken ceramic tiles, blocked pipes, etc. * Check the batteries in the various detectors. * Empty the fireplace ashes in the designated area. * Notify the person in charge about problems. | | |

| **833003 - Maintain camping sites** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=421&comp=833003&codProg=8330) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Concern for customer safety and satisfaction * Order and cleanliness   **Tasks**    * Receive instructions from the person in charge. * Inspect the sites regularly to make sure they are clean and safe. * Pick up trash and lost objects. * Pick up the garbage bags and take them to the designated area. * Make sure that wild animals have not tipped over garbage cans. * Use the brush cutter to cut young coniferous or deciduous saplings. * Wash outdoor furniture (picnic tables, chairs, umbrellas, etc.) and put them back in the right place. * Pile firewood in the designated areas. * Clean campfire sites. * Clean and disinfect sanitary facilities (showers, toilets and sinks). * Identify problems and notify the person in charge. | | |

| **833004 - Maintain trails and culverts** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=421&comp=833004&codProg=8330) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of environmental laws and regulations * Proper application of work techniques * Proper use of tools (chainsaw, brush cutter, secateurs, etc.) * Concern for customer safety and satisfaction * Order and cleanliness   **Tasks**    * Receive instructions from the person in charge. * Inspect the trails regularly to make sure they are clean and safe. * Check the condition of wooden sidewalks, benches, etc. * Pick up trash. * Cut branches. * Pick up branches that are blocking trails. * Saw up trees that have fallen across trails and are less than 14 inches in diameter. * Remove debris that is obstructing culverts and interfering with the flow of water. * Assist in dismantling beaver dams. * Use the brush cutter to cut young coniferous or deciduous saplings. * Replace signs—directions, warning, instructions, etc. * Refill bird feeders. * Identify various problems (the presence of bears or other animals, etc.) and notify the person in charge. | | |

| **833005 - Maintain watercraft and launch sites** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=421&comp=833005&codProg=8330) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of environmental laws and regulations * Proper application of work techniques * Proper use of tools and equipment * Concern for customer safety and satisfaction * Order and cleanliness   **Tasks**    * Receive instructions from the person in charge. * Help install and remove floating docks. * Launch or store watercraft (rowboats, canoes etc.). * Wash watercraft. * Check that outboard or electric motors are in working order. * Fill up the gas tanks for outboard motors. * Do minor repairs: apply fibreglass, etc. * Clean up the beach. * Check the soundness of the dock, mooring lines, etc. * Identify problems and notify the person in charge. | | |

| **833006 - Prepare firewood** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=421&comp=833006&codProg=8330) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools (chainsaw, brush cutter, secateurs, etc.)   **Tasks**    * Fell trees that are less than 14 inches in diameter. * Split logs and kindling with an axe. * Start up the splitting machine. * Transport the logs. * Pile the wood. * Maintain tools: oil, grease, sharpen, etc. | | |

| **833007 - Maintain outdoor play areas** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=421&comp=833007&codProg=8330) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Appropriate judgment * Proper application of work techniques * Proper use of equipment * Concern for customer safety and satisfaction   **Tasks**    * Replenish the sand as needed. * Check the structural integrity of play equipment (guard rails, protective barriers, swings, slides, climbing structures, etc.). * Sweep or level surfaces for petanque, etc. * Assist in setting up tennis or badminton nets or game accessories. * Prepare the clay pigeon-shooting or archery range. | | |

| **833008 - Do minor repairs** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=421&comp=833008&codProg=8330) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Observance of environmental laws and regulations * Proper application of work techniques * Proper use of tools and equipment * Concern for customer safety and satisfaction * Order and cleanliness   **Tasks**    * Receive instructions from the person in charge of building maintenance. * Repaint surfaces such as veranda floors, door and window frames, exterior walls, etc.: scrape off the old paint, stir the paint in the container and apply the paint. * Replace a tile. * Replace a board or bar: take the measurements, remove the broken piece, cut the materials, nail, etc. * Replace light bulbs, mantle stockings for gas lights, rubber washers, etc. * Unblock toilets and sinks. * Store tools and materials. * Identify problems and notify the person in charge. | | |

| **713 - Greet clients** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=421&comp=713&codProg=8330) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Attentiveness * Relevant, accurate and clear information provided * Friendliness * Courtesy   **Tasks**    * Greet clients. * Interpret the request. * Answer inquiries. * Forward messages to the person in charge. | | |

# **Sector : 04 – Arts**

## 8785  Snowshoe Maker

**M785**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=441)

|  |  |
| --- | --- |
| **Field of application** | Snowshoe makers make snowshoes using First Nations' techniques and can sell them to workers (e.g. hunting, trapping), or to recreational snowshoers. They can work in their own shop or be employed by a manufacturer of traditional snowshoes. The snowshoes can be utilitarian or decorative. |
| **Other job titles** | No other job titles |
| **Information specific to the trade** |  |

| **828501 - Communicate with the customer** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=441&comp=828501&codProg=8285) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Accurate interpretation of request * Accurate interpretation of trade-related vocabulary * Accurate association of the different characteristics of snowshoes with the various Nations * Clear communication of certain aspects of Aboriginal culture * Concern for customer satisfaction   **Tasks**    * Greet the customer. * Interpret the costumer's request. * Provide information about the different snowshoe shapes (bearpaw, beavertail, etc.). * Gather information about the customer: enquire as to his or her occupational or recreational activities, where he or she will snowshoe (boreal forest, southern wooded areas, mountainous terrain, etc.), ask about his or her height, weight, etc. * Reach an agreement with the customer (style of snowshoe, inclusion of decorative patterns, production time, cost, etc.). | | |

| **828502 - Make snowshoe frames** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=441&comp=828502&codProg=8285) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of drying time * Respect for the Indigenous community’s culture * Accurate recognition of the types of forest tree species used to make snowshoes * Correct application of ancestral techniques * Appropriate use of tools * Optimal use of raw materials * Manual dexterity * Concern for customer satisfaction   **Tasks**    * Choose the wood strips. * Trim and thin the strips to make the frames depending on the desired length of the snowshoes. * Bend the frames to the desired shape and size and tie them with cord. * Make the supporting blocks for the forms or select existing blocks. * Allow the frames to dry: place them one on top of the other, fasten them to the support blocks and hang them up indoors. * Once the frames are dry, remove the support blocks. * Even out the edges to obtain two similar snowshoe bodies | | |

| **828503 - Prepare snowshoe bodies for stringing** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=441&comp=828503&codProg=8285) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Respect for the Indigenous community’s culture * Correct application of ancestral techniques * Appropriate use of tools * Optimal use of raw materials * Manual dexterity * Concern for customer satisfaction   **Tasks**    * Shape the cross bars. * Prepare the frame before installing the cross bars. * Assemble the frames and crossbars. * Drill small holes along the front and back perimeter. * Thread a lace through the holes using the traditional lacing method. * If applicable, decorate the tops and bottoms of the frames with coloured yarn. | | |

| **828504 - Prepare rawhide** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=441&comp=828504&codProg=8285) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of freezing and drying time * Respect for the Indigenous community’s culture * Correct application of ancestral techniques * Appropriate use of tools * Optimal use of raw materials   **Tasks**    * Prepare the stakes for stretching the caribou, moose or the other type of hide, or choose existing stakes. * Make slits around the edges of the rawhide at regular intervals. * Clean the hide: immerse it in warm water, remove it, wring it by hand and scrape the interior in order to remove the natural coating. * Stretch the hide in the cold and gently scrape it to make it as white as possible. * Allow the hide to freeze. * Allow the hide to dry: remove the frozen hide from the stakes and fasten it to the end of a pole, drive the pole firmly into the snow and leave the hide in the cold and wind. * Remove the hide from the pole and bring it inside. | | |

| **828505 - Cut strips of rawhide** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=441&comp=828505&codProg=8285) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Respect for the Indigenous community’s culture * Correct application of ancestral techniques * Appropriate use of tools * Optimal use of raw materials * Manual dexterity * Appropriate width and thickness of strips   **Tasks**    * Trim the edge of the frozen hide in order to remove the part with the holes. * Distinguish between the thicker and thinner parts. * Cut the hide into quarters. * Hang the quarters out in the cold. * Cut the frozen quarters into strips. * Immerse the strips in water to allow them to stretch more easily. * Stretch the strips. | | |

| **828506 - Lace snowshoes** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=441&comp=828506&codProg=8285) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Respect for the Indigenous community’s culture * Correct application of ancestral techniques * Appropriate use of tools * Optimal use of raw materials * Manual dexterity * Concern for customer satisfaction * Attractiveness of decorative patterns * Flexible and lightweight snowshoes with good flotation   **Tasks**    * Select the pieces of prepared babiche or procure dried babiche. * Wrap a lace around the front and back cross bars in order to hold the lace under which the babiche will be threaded. * Fasten the snowshoe to a vertical support to keep it upright. * Lace the front of the snowshoe, threading the babiche under the woven laces and incorporating motifs specific to the community or culture, if applicable. * Attach lengths of babiche together when necessary. * During lacing, make sure the spaces are even. * Lace the bottom of the snowshoe, threading the babiche under the woven laces. * Remove the lace around the cross bars, protecting the one under which the babiche is threaded. * Lace the centre of the snowshoe, winding the babiche around the frames and cross bars. | | |

| **828507 - Finish the snowshoes** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=441&comp=828507&codProg=8285) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Respect for the Indigenous community’s culture * Correct application of ancestral techniques * Appropriate use of tools * Manual dexterity * Concern for the safety and satisfaction of users   **Tasks**    * Wet the laced babiche with water or apply a product. * Fasten the bindings. * Inspect the quality of the snowshoes. | | |

## 8786  Canvas Canoe Builder

**M786**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=440)

|  |  |
| --- | --- |
| **Field of application** | These canoe builders build canvas canoes using First Nations' techniques. The canoes can be used for hunting or recreational activities.The canoes can be constructed outdoors, under a shelter or in a shop. Canoe builders can also be employed by Aboriginal canoe manufacturers. Although canvas canoes are usually used for utilitarian purposes, some smaller models can be decorative. |
| **Other job titles** | No other job titles |
| **Information specific to the trade** | The trade is learned in a manner consistent with traditional First Nations ways of handing down knowledge. |

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| Relative Task in Nunavik |
| Kayak Builder In addition to the tasks below, the student may also learn...   * Inuit specific techniques and cultural practices |

| **828601 - Communicate with the client** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=440&comp=828601&codProg=8286) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Accurate interpretation of request * Accurate interpretation of vocabulary related to the building of canoes * Accurate association of the different characteristics of canoes with the various Nations * Clear communication of certain aspects of Indigenous culture * Concern for the safety and satisfaction of users   **Tasks**    * Greet the client. * Read the request. * Gather information on client needs by asking about professional or recreational activities, the type of canoe requested (lake, river, ocean), etc. * Provide advice on the length of the canoe, its load capacity, etc. * Reach an agreement with the client: dimensions, building time, price, etc. | | |

| **828602 - Shape the stems of the canvas canoe** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=440&comp=828602&codProg=8286) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Appropriate choice of site. * Demonstration of a keen sense of observation   **Tasks**    * Shape and bend four thin wooden planks into equal semicircles. * Place them on each side of the stems. * Stretch the canvas and rivet it to the stems. * Trim the excess canvas. | | |

| **828603 - choose materials** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=440&comp=828603&codProg=8286) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Appropriate choice of types of wood based on their availability * Consideration of the size of the canoe * Consideration of the canoe's characteristics: watertightness, flexibility, handling, durability   **Tasks**    * Heat and filter the spruce gum and mix in a little lard. * Shape, adjust and glue the floor boards to the stems. * Adjust and nail the strips of canvas to the stems and caulk them. * Attach and adjust the portage rope to the required length. * Apply varnish. | | |

| **828604 - Make the parts of the frame as building progresses** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=440&comp=828604&codProg=8286) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of soaking and drying time * Observance of established shape and size * Respect for the Indigenous community’s culture * Correct application of ancestral techniques * Appropriate use of curved knife and other tools * Appropriate use of measuring instruments * Optimal use of raw materials * Manual dexterity   **Tasks**    * Assemble the form: trim the contours, install the central thwart, fasten the ends and install the other thwarts. * Shape the stakes and other support pieces. * Shape the internal and external ribs, soak them, bend them using a form, fasten them and dry them. * Shape the thwarts. * Shape the floor timbers, soak or spray them, measure, bend and tie them into bundles and dry the bundles. * Shape the planks for the canoe bottom, tie them into bundles and soak them. * Shape the keel beam and dry it. * Shape the gunwales, soak and bend them. | | |

| **828605 - Make the canvas cover** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=440&comp=828605&codProg=8286) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Respect for the Indigenous community’s culture * Correct application of ancestral techniques * Appropriate use of curved knife, punch and other tools * Appropriate use of measuring instruments * Concern for the safety and satisfaction of users * Thorough and regular inspection of the quality of the work * Manual dexterity   **Tasks**    * Spread the vinyl canvas on the ground and mark the lengthwise centre line. * Place the form in the centre of the canvas. * Weigh the form down using small boards and stones. * Lift the ends of the canvas, then its sides, and hold them all in place using stakes driven into the ground all around the form. * Assemble the inner ribs and thwarts: prepare the ribs, insert the thwarts and fasten them, making the final adjustments. * Install this assembly and use wooden supports to steady it. * Stretch the canvas and temporarily tack it to the internal rib. * Install the external rib. * Adjust and nail the gunwales on the thwarts. * Pull out the temporary nails. * Remove the stones, small boards and form. * Suspend the canoe from wooden supports and use stakes to steady it. | | |

| **828606 - Shape the stems of the canvas canoe** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=440&comp=828606&codProg=8286) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Respect for the Indigenous community’s culture * Correct application of ancestral techniques * Appropriate use of tools * Concern for the safety and satisfaction of users * Thorough and regular inspection of the quality of the work * Manual dexterity * Symmetrical shape   **Tasks**    * Shape and bend four thin wooden planks into equal semicircles. * Place them on each side of the stems. * Stretch the canvas and rivet it to the stems. * Trim the excess canvas. | | |

| **828607 - Assemble the wooden frame** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=440&comp=828607&codProg=8286) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Respect for the Indigenous community’s culture * Correct application of ancestral techniques * Appropriate use of mallet and other tools * Appropriate use of measuring instruments * Appropriate flexibility and texture of resin * Concern for the safety and satisfaction of users * Thorough and regular inspection of the quality of the work * Manual dexterity   **Tasks**    * Heat and filter the spruce gum and mix in a little lard. * Caulk the internal joints or the interior of the stems. * Install the hog piece. * Arrange and adjust the wooden planks inside the canoe. * Install and adjust the floor timbers on the planks. * Adjust and install the last thwarts. * Trim off the excess canvas or bark. | | |

| **828608 - Finish the canvas canoe** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=440&comp=828608&codProg=8286) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Respect for the Indigenous community’s culture * Correct application of ancestral techniques * Appropriate flexibility and texture of resin * Concern for the safety and satisfaction of users   **Tasks**    * Heat and filter the spruce gum and mix in a little lard. * Shape, adjust and glue the floor timbers to the inside of the stems. * Adjust and nail the strips of canvas to the stems and caulk them. * Attach and adjust the portage rope to the required length. * Apply varnish. * Affix the serial number and compliance notice in accordance with Transport Canada standards. | | |

| **828609 - Launch the canoe** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=440&comp=828609&codProg=8286) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of water safety rules * Respect for the Indigenous community’s culture   **Tasks**    * Transport the canoe and the paddles. * Launch the canoe in calm waters. * Paddle the canoe. * Confirm the watertightness, stability and buoyancy of the canoe. | | |

## 8791  Moccasin Maker

**M791**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=448)

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| --- | --- |
| **Field of application** | Moccasin makers can be self-employed and work in their own shop; they can sell their products, distribute them to be sold in specialty stores or export them. Moccasin makers can also be employed by a moccasin manufacturer. |
| **Other job titles** | No other job titles. |
| **Information specific to the trade** | The trade is learned in a manner consistent with traditional First Nations ways of handing down knowledge. |

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| Relative Task in Nunavik |
| Kamik Maker In addition to the tasks below, the student may also learn...   * Inuit specific techniques and cultural practices |

| **829101 - Communicate with the customer** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=448&comp=829101&codProg=8291) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Accurate interpretation of request * Accurate interpretation of moccasin-related vocabulary * Accurate association of the different moccasin characteristics with the various Nations * Clear communication of certain aspects of Indigenous culture * Precision of measurements * Concern for customer satisfaction and comfort   **Tasks**    * Greet the customer. * Interpret the customer’s request. * Gather information about the customer: enquire as to his or her needs, shoe size and preferences regarding the lining, the thickness and colour of the leather, and the decorative patterns. * Ask the customer to remove his or her shoes and place a foot on a piece of cardboard or paper. * Trace the outline of the foot and measure the length of the foot. * Measure the thickness of the foot using a string or ribbon. * Cut out the shape. * Record the size and any other relevant information (differences in foot sizes, deformities, etc.). * Reach an agreement with the customer: price of the moccasins, delivery date, etc. | | |

| **829102 - Make the pattern** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=448&comp=829102&codProg=8291) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Correct application of ancestral techniques * Consideration of measurements * Manual dexterity   **Tasks**    * Position the template on a piece of cardboard or paper. * Trace the outline of the template as well as the front, back and side seam allowances on the pattern. * Determine the dimensions of the vamp and trace its outline. * Trace the outline of the band for the topline collar of the moccasin. * Inspect the quality of the work. * Cut out the pattern pieces. | | |

| **829103 - Choose the materials** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=448&comp=829103&codProg=8291) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Accurate assessment of hide quality * Consideration of intended use of the moccasins * Concern for customer satisfaction and comfort   **Tasks**    * Recognize the characteristics of caribou, moose, deer and cow hide. * Choose the customer’s desired colour. * Choose the sinew, babiche or thread (thickness, colour, etc.). * Choose the appropriate material to line the moccasins. * Choose the decorative materials (beads, embroidery thread, fur, etc.). | | |

| **829104 - Cut the leather and the lining** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=448&comp=829104&codProg=8291) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Correct application of ancestral techniques * Appropriate use of tools * Optimal use of raw materials * Manual dexterity   **Tasks**    * Choose the cutting tools. * Sharpen the cutting tools. * Place the pattern pieces on the hide (the sole, the vamp and the band for the topline collar), taking into account the hide’s thickness, shape and direction. * Cut the pieces. * Cut the lining material. | | |

| **829105 - Bead or embroider the vamp or upper of the moccasin** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=448&comp=829105&codProg=8291) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Correct application of ancestral techniques * Respect for the Indigenous community’s culture * Manual dexterity * Attractiveness of decorative patterns   **Tasks**    * Choose one or more decorative patterns (geometric shapes, flowers, animals, etc.). * Choose and thread one or more needles. * Sew on coloured beads or do embroidery stitching. * Verify the quality and durability of the work. | | |

| **829106 - Assemble the sole and vamp of the moccasin** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=448&comp=829106&codProg=8291) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Correct application of ancestral techniques * Appropriate use of the awl and punch * Respect for the Indigenous community’s culture * Manual dexterity * Concern for customer satisfaction and comfort   **Tasks**    * Fold the front of the sole taking into account the length of the customer’s toes, and fold the back and sides taking into account his or her shoe size. * Check and adjust the vamp. * Fold the sole and vamp in half lengthwise to mark the starting point for assembling the moccasin. * Stitch the sole and vamp together along the front end of the moccasin and along each side. * Trim the excess leather from the vamp. * Hand-sew the pieces: tack or shape each gather, one after the other. * Dampen the gathers. * Gather the hide at the front and back of the moccasin: stretch,enlarge and flatten. * Insert the lining into the front of the moccasin and sew it to the upper part of the vamp. * Trim the excess lining based on the height of the moccasins. | | |

| **829107 - Assemble the heel of the moccasin** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=448&comp=829107&codProg=8291) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Correct application of ancestral techniques * Appropriate use of the awl and punch * Respect for the Indigenous community’s culture * Manual dexterity * Concern for customer satisfaction and comfort   **Tasks**    * Cut the back of the leather into a T and hand-sew the back of the moccasin closed. * Prepare the back of the lining, insert it and attach it to the heel. * Sew the top of the moccasin, the lining and the fold-over edging together. * Inspect the quality of the moccasins. | | |

| **829108 - Finish the moccasins** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=448&comp=829108&codProg=8291) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Correct application of ancestral techniques * Appropriate use of the awl and punch * Respect for the Indigenous community’s culture * Manual dexterity * Attractiveness of the moccasins   **Tasks**    * Cut fringes. * Punch eyelets and thread the leather thong through them. * Sew on pieces of fur. | | |

## 8831  Usher

**M831**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=419)

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| --- | --- |
| **Field of application** | Ushers work for a company or organization that operates venues dedicated to the performing arts (theatre, opera, concerts, ballet, etc.), for a company that operates movie theatres, or for a company that organizes corporate events. |
| **Other job titles** | Lobby attendant, greeter |
| **Information specific to the trade** | Section 103.2 of the Act respecting offences relating to alcoholic beverages stipulates that “the holder of a bar permit shall not admit a minor or allow his presence, employ him, (. . .) in a room or on a terrace of his establishment where alcoholic beverages may be sold.” |

| **833101 - Start and end a work shift as part of the venue staff** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=419&comp=833101&codProg=8331) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Attentive listening to explanations * Asking of relevant questions * Appropriate personal appearance * Presentation of positive image of the business * Appropriate attire * Wearing of identification badge   **Tasks**    * Dress in the establishment’s uniform and put on his/her identification badge. * Receive instructions from the venue manager (seat reservations, nature of the evening, etc.). * Listen to the room evacuation procedure. * Look at the plan of the room and identify the door assigned to him/her for the matinee, afternoon and evening performances. * Walk around to ensure that the paths to the emergency exits are free. * Note the significant events that occurred during the shift and report them to the venue manager. | | |

| **833102 - Control the entrance to the room** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=419&comp=833102&codProg=8331) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Punctuality * Courteous service * Discretion * Concern for client satisfaction. * Demonstration of ability to work in a team * Presentation of positive image of the business   **Tasks**    * Open the venue doors at the scheduled time. * Welcome spectators. * Take their tickets and ensure that they are valid. * Check the room name on the ticket, if necessary, and, if required, indicate the location of the correct room. * Direct spectators to their seats (odd or even numbers in the orchestra or parquet circle, dress circle, mezzanine, balcony or box), as applicable. * Tear the ticket in two, return one section to the spectator and put the other section in the place provided for it. * Hand out programs, special glasses, etc. * Pay particular attention to people likely to cause problems (someone who looks ill, a group of noisy teens, someone who tries to get in without a ticket, etc.), and quickly inform the venue manager. * Ask spectators to change seats, if needed. * Close the venue doors at the scheduled time. | | |

| **833103 - Respond to spectators at the entrance to the room** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=419&comp=833103&codProg=8331) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * staying within the limits of the occupation * Courteous service * Attentiveness * Relevant, accurate and clear information provided * Concern for client satisfaction. * Presentation of positive image of the business   **Tasks**    * Listen to the questions asked by the spectators. * Provide information about the time the doors open; the length of the show, concert, play, movie, etc.; rules about cell phone use; and the ban on smoking. * Indicate the location of services (ticket office, restrooms, telephones, coatroom, elevators, shops, restaurants, etc.). * Stay at his/her post and direct spectators to the venue manager if the questions are more complicated or if there is a complaint. | | |

| **833104 - Accompany spectators to their seats (celebrities, seniors, handicapped people, groups of children, etc.)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=419&comp=833104&codProg=8331) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Courteous service * Courteous service * Discretion * Concern for client satisfaction. * Presentation of positive image of the business   **Tasks**    * Welcome spectators and offer to accompany them to their seats. * Ask spectators to follow him/her to their seats (reserved seating, seating areas for people with reduced mobility or in wheelchairs, etc.). * Walk through the aisles and find the reserved seats or seating areas. * Indicate the seats or seating areas to the spectators and offer to assist them (to take off their coat, sit down, etc.). * Inquire if everything is satisfactory. * Return to post. | | |

| **833105 - Lead latecomers to their seats** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=419&comp=833105&codProg=8331) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Courteous service * Courteous service * Discretion * Concern for client satisfaction. * Presentation of positive image of the business   **Tasks**    * Allow latecomers to enter in accordance with current instructions or ask them to wait until the intermission. * Ask latecomers to walk quietly. * Open the door in such a way as not to disturb the other spectators. * Turn on flashlight. * Ask latecomers to follow him/her and look out for potential obstacles. * Walk through the aisles and locate the latecomers’ row and seats. * Apologize to seated spectators for the disturbance and ask them to allow the latecomers to pass. * Return to post. | | |

| **833106 - Assist the reception staff in carrying out simple tasks** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=419&comp=833106&codProg=8331) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with the establishment’s norms and quality standards * staying within the limits of the occupation * Proper application of work techniques * Demonstration of ability to work in a team   **Tasks**    * Help to set up the posts and ropes that create directional paths for spectators. * Help to arrange the tables in the lobby. * Restock the racks of brochures, programs, magazines, etc. * Help to keep the venue neat and tidy: pick up glasses and cups and take them to the bar, pick up debris on the floor, clean tables, etc. * Take lost items to the ticket office or coatroom. | | |

| **714 - Take action in the event of a minor incident or problem** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=419&comp=714&codProg=8331) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observation of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Self-control * Promptness   **Tasks**    * Recognize that the incident or situation is problematic. * Notify the person in charge or call the emergency number (310-4141 or 911). * Reassure the person and stay with them until help arrives. * Help maintain order. * Help disperse a crowd. * Intervene while being mindful of your own safety. * Write an event report. | | |

# **Sector : 05 - Woodworking and Furniture Making**

## 8749  Solid Wood Preparation Worker

**M749**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=403)

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| --- | --- |
| **Field of application** | Solid wood preparation workers are employed by companies that make small or medium-sized lines of solid wood furniture, cabinets, doors and windows etc. They prepare pieces of maple, oak, yellow birch, mahogany, pine, cedar, etc. |
| **Other job titles** | Solid wood cutter |

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| Relative Task in Nunavik |
| Qamutik Maker In addition to the tasks below, the student may also learn...   * Inuit specific techniques and cultural practices * Sell finished product to community, hunter support, etc. |

| **551 - Prepare to cut solid wood or wood-based panels** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=403&comp=551&codProg=8249) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Compliance with procedures or production plan * Accurate identification of wood species used in cabinet-making, wood-based panels or related materials * Accurate interpretation of plan * Concern with making optimum use of the raw material * Correct visualization of the product to be made   **Tasks**    * Receive instructions from the person in charge. * Read the specifications of the product to be made. * Read the information on the cutting list (materials, identification of pieces, code, dimensions, number of pieces, etc.). * Select the rough timber planks by species, dimension and quality, or select the wood-based panels according to their dimensions and quality. * Identify any defects in the wood (natural defects or defects associated with drying, stacking or processing) or defects specific to the panels. * Determine the parts of the plank to be kept or discarded when cutting the solid wood, or check the computerized cutting list. * Set aside any solid wood pieces or wood-based panels considered unusable for the project. * Measure the humidity level of the wood to ensure that it does not exceed the required level. * Detect any problems and inform the person in charge. | | |

| **824901 - Cut solid pieces of wood into sections** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=403&comp=824901&codProg=8249) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with procedures or production plan * Observance of manufacturer’s specifications * Compliance with quality standards * Proper application of work techniques * Proper use of tools, instruments and equipment * Concern for the attainment of the production objectives * Concern for using materials sparingly   **Tasks**    * Ensure that personal protective equipment is in good condition and worn properly. * Ensure that the workspace is safe (no debris around the radial saw, dust ventilator open, etc.). * Check the condition of the saw blade and ensure that none of the teeth are bent or broken. * Remove and replace the saw blade. * Adjust and true the saw blade, if necessary. * Ensure that safety equipment is available and in good condition (blade guard, fence, etc.). * Install stops. * Check the adjustments or have them approved by the person in charge. * Place the piece of wood on the radial saw table. * Measure the length of the piece of wood and draw a line showing where it is to be cut. * Cut the wood into sections. * Check the quality of the cut. * Detect any problems and inform the person in charge. * Load the sawn sections of wood onto a trolley. * Fill out the production form. | | |

| **824902 - Surface pieces of solid wood** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=403&comp=824902&codProg=8249) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with procedures or production plan * Observance of manufacturer’s specifications * Compliance with quality standards * Proper application of work techniques * Proper use of tools, instruments and equipment * Concern for the attainment of the production objectives * Concern for using materials sparingly   **Tasks**    * Ensure that personal protective equipment is in good condition and worn properly. * Ensure that the workspace is safe (no debris around the surface-planing machine, dust ventilator open, etc.). * Check the condition of the blades. * Remove and replace the blades. * Ensure that the table saw blade is parallel to the fence. * If necessary, adjust the fence in relation to the table. * Ensure that safety equipment is available and in good condition. * Check the adjustments or have them approved by the person in charge. * Place the wood on the surface-planing machine. * Push the wood along the fence manually or using a feed stick, in order to plane a side and an edge. * Check the condition and squareness of the surfaces. * Detect any problems and inform the person in charge. * Transfer the numbers from the cutting diagram onto the planed pieces of wood. * Load the planed pieces of wood onto a trolley. * Fill out the production form. | | |

| **547 - Trim the edges of the solid wood pieces or wood-based panels** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=403&comp=547&codProg=8249) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with procedures or production plan * Observance of manufacturer’s specifications * Compliance with quality standards * Proper application of work techniques * Proper use of tools, instruments and equipment * Concern for the attainment of the production objectives * Concern for using materials sparingly   **Tasks**    * Ensure that personal protective equipment is in good condition and worn properly. * Ensure that the workspace is safe (no debris around the dimensioning saw or conventional saw, the dust ventilator open, etc). * Check the condition of the saw blade and ensure that none of the teeth are bent or broken. * Remove and replace the saw blade. * Adjust and true the saw blade. * Set the cut guides to the prescribed width. * Ensure that the equipment has safety mechanisms (blade guards, cut guides, etc.) and ensure that they are in good working condition. * Check the adjustments or have them approved by the person in charge. * Place the solid wood piece or the panel on the feeder plate of the dimensioning saw or conventional saw. * Push the solid wood piece or the panel along the feeder plate of the dimensioning saw or conventional saw. * Check the quality of the cut. * Detect any problems and inform the person in charge. * Stack the cut pieces on a cart. * Fill out the production form. | | |

| **824903 - Plane pieces of solid wood** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=403&comp=824903&codProg=8249) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with procedures or production plan * Observance of manufacturer’s specifications * Compliance with quality standards * Proper application of work techniques * Proper use of tools, instruments and equipment * Concern for the attainment of the production objectives * Concern for using materials sparingly   **Tasks**    * Ensure that personal protective equipment is in good condition and worn properly. * Ensure that the workspace is safe (no debris around the planer, dust ventilator open, etc.). * Check the condition of the blades. * Remove and replace the blades. * Make any necessary adjustments (height of the cutting head, forward speed, etc). * Ensure that safety equipment is available and in good condition. * Check the adjustments or have them approved by the person in charge. * Place the piece of wood on the planer table. * Push the piece of wood along the feed plate. * Remove the piece of wood from the output tray. * Check the final dimensions and the condition of the surface of each piece. * Detect any problems and inform the person in charge. * Load the pieces of wood or the panels onto a trolley. * Fill out the production form. | | |

| **824904 - Machine solid pieces of wood** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=403&comp=824904&codProg=8249) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with procedures or production plan * Observance of manufacturer’s specifications * Compliance with quality standards * Proper application of work techniques * Proper use of tools, instruments and equipment * Concern for the attainment of the production objectives * Concern for using materials sparingly   **Tasks**    * Ensure that personal protective equipment is in good condition and worn properly (mask, safety goggles, ear plugs). * Ensure that the workspace is safe (no debris around the band saw, saw bench, fixed router, dust ventilator, etc.). * Check the condition of the cutting tool (saw blade, drill bit). * Remove and replace the cutting tool (saw blade, drill bit). * Ensure that safety equipment is available and in good condition. * Check the adjustments or have them approved by the person in charge. * Feed the wood piece into the cutting tool. * Check the quality of the work. * Detect any problems and inform the person in charge. * Load the wood pieces onto a trolley. * Fill out the production form. | | |

| **548 - Maintain the work area and the machine-tool cutters** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=403&comp=548&codProg=8249) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of maintenance schedule * Proper application of work techniques * Compliance with storage plan * Order and cleanliness   **Tasks**    * Turn off the machine-tool cutters. * Remove dust from the machine-tool cutters. * Return the machine-tool cutters to their initial settings. * Put back the safety guards. * Close the duster ventilator. * Put away the tools and accessories. * Clean and sweep the work area. * Grade reusable offcuts. * Report signs of breakage to the maintenance service or person in charge. | | |

## 8750  Wood Panel Cutters

**M750**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=404)

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| --- | --- |
| **Field of application** | Wood panel cutters are employed by manufacturers of furniture, cabinets or any other product made from wood-based panels in small- or mid-sized industries. They cut panels made from plywood, fibreboard, particle board or related materials. |
| **Other job titles** | No other job title |

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| Relative Task in Nunavik |
| Cabin Builder Labourer, Carpenters assistant, Culture Teacher’s Assistant In addition to the tasks below, the student may also learn...   * Inuit specific techniques and cultural practices * Prepare materials for building |

| **551 - Prepare to cut solid wood or wood-based panels** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=404&comp=551&codProg=8250) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Compliance with procedures or production plan * Accurate identification of wood species used in cabinet-making, wood-based panels or related materials * Accurate interpretation of plan * Concern with making optimum use of the raw material * Correct visualization of the product to be made   **Tasks**    * Receive instructions from the person in charge. * Read the specifications of the product to be made. * Read the information on the cutting list (materials, identification of pieces, code, dimensions, number of pieces, etc.). * Select the rough timber planks by species, dimension and quality, or select the wood-based panels according to their dimensions and quality. * Identify any defects in the wood (natural defects or defects associated with drying, stacking or processing) or defects specific to the panels. * Determine the parts of the plank to be kept or discarded when cutting the solid wood, or check the computerized cutting list. * Set aside any solid wood pieces or wood-based panels considered unusable for the project. * Measure the humidity level of the wood to ensure that it does not exceed the required level. * Detect any problems and inform the person in charge. | | |

| **547 - Trim the edges of the solid wood pieces or wood-based panels** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=404&comp=547&codProg=8250) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with procedures or production plan * Observance of manufacturer’s specifications * Compliance with quality standards * Proper application of work techniques * Proper use of tools, instruments and equipment * Concern for the attainment of the production objectives * Concern for using materials sparingly   **Tasks**    * Ensure that personal protective equipment is in good condition and worn properly. * Ensure that the workspace is safe (no debris around the dimensioning saw or conventional saw, the dust ventilator open, etc). * Check the condition of the saw blade and ensure that none of the teeth are bent or broken. * Remove and replace the saw blade. * Adjust and true the saw blade. * Set the cut guides to the prescribed width. * Ensure that the equipment has safety mechanisms (blade guards, cut guides, etc.) and ensure that they are in good working condition. * Check the adjustments or have them approved by the person in charge. * Place the solid wood piece or the panel on the feeder plate of the dimensioning saw or conventional saw. * Push the solid wood piece or the panel along the feeder plate of the dimensioning saw or conventional saw. * Check the quality of the cut. * Detect any problems and inform the person in charge. * Stack the cut pieces on a cart. * Fill out the production form. | | |

| **825001 - Cut wood-based panels** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=404&comp=825001&codProg=8250) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with procedures or production plan * Observance of manufacturer’s specifications * Compliance with quality standards * Proper application of work techniques * Proper use of tools, instruments and equipment * Concern for the attainment of the production objectives * Concern for using materials sparingly   **Tasks**    * Ensure that personal protective equipment is in good condition and worn properly. * Ensure that the workspace is safe (no debris around the horizontal panel saw, dust ventilator open, etc). * Check the condition of the saw blades (main blade and scoring blade). * Remove and replace the saw blades. * Adjust and true the saw blades. * Set the cut guides. * Ensure that the equipment has safety mechanisms (riving knife, protective hood, etc.) and ensure that they are in good working condition. * Check the settings or have them approved by the person in charge. * Measure the length or width of the piece to be cut and draw the cut line. * Place the panel on the feeder plate. * Push the panel along the feeder plate to make a longitudinal cut and then a cross-cut. * Check the quality of the cut. * Transfer the cutting plan numbers to the cut pieces. * Detect any problems and inform the person in charge. * Stack the panels on a cart. * Fill out the production form. | | |

| **825002 - Ensure that the vertical panel saw is working properly** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=404&comp=825002&codProg=8250) | **2** |
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| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with procedures or production plan * Observance of manufacturer’s specifications * Compliance with quality standards * Proper application of work techniques * Proper use of tools, instruments and equipment * Concern for the attainment of the production objectives * Concern for using materials sparingly   **Tasks**    * Ensure that personal protective equipment is in good condition and worn properly. * Ensure that the workspace is safe (no debris around the vertical panel saw, dust ventilator open, etc). * Check the condition of the saw blade. * Remove and replace the saw blade. * Adjust the blade. * Ensure that the equipment has safety mechanisms and ensure that they are in good working condition. * Check the adjustments or have them approved by the person in charge. * Position the blade motor housing in accordance with the type of cut (horizontal or vertical). * Place the panel in the vertical panel saw. * Activate the mechanism. * Check the quality of the cut. * Detect any problems and inform the person in charge. * Stack the panels on a cart. * Fill out the production form. | | |

| **548 - Maintain the work area and the machine-tool cutters** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=404&comp=548&codProg=8250) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of maintenance schedule * Proper application of work techniques * Compliance with storage plan * Order and cleanliness   **Tasks**    * Turn off the machine-tool cutters. * Remove dust from the machine-tool cutters. * Return the machine-tool cutters to their initial settings. * Put back the safety guards. * Close the duster ventilator. * Put away the tools and accessories. * Clean and sweep the work area. * Grade reusable offcuts. * Report signs of breakage to the maintenance service or person in charge. | | |

## 8752  Sewing Machine Operator - Furniture Coverings

**M752**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=406)

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| **Field of application** | Sewing machine operators (furniture coverings) work for companies that make upholstered furniture, mattresses and seats for automobiles and aircraft; they may also work in furniture re-upholstery workshops |
| **Other job titles** | Sewing machine operators (armchair or sofa arm covers); sewing machine operators (armchair or sofa back covers); sewing machine operators (armchair or sofa seat covers) |

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| Relative Task in Nunavik |
| Culture Teachers Assistant, Inuit Seamstress In addition to the tasks below, the student may also learn...   * Inuit specific techniques and cultural practices * Measure materials and patterns for traditional dress |

| **825201 - Prepare the work station** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=406&comp=825201&codProg=8252) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Compliance with procedures or production plan * Observance of manufacturer’s specifications * Accurate interpretation of the terminology used in lsewing * Accurate identification of the covering materials * Proper application of work techniques * Precise, methodical work * Precision of measurements * Concern for using materials sparingly * Correct visualization of the product to be made   **Tasks**    * Receive instructions from the person in charge. * Consult the sewing pattern. * Place spool threads on bobbins. * Prepare the sewing machine (hand-operated, pedal-driven, assembly-line, 3-thread serger, etc.): install the pedal, needle or any other accessories; thread the sewing machine and adjust the settings (length of stitch, thread tension). * Adjust the settings on the sewing machine. * Make a trial run. * Make sure that you have all the cut pieces of covering materials (textile materials with a satin finish, other textile materials and leather) and check their quality. * Set aside any pieces of covering material that do not comply with specifications and deposit them in the places designated for that purpose. * Detect any problems and inform the person in charge. | | |

| **825202 - Assemble covering materials with identical or different contours** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=406&comp=825202&codProg=8252) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Proper application of work techniques * Proper use of equipment * Meticulous work * Concern for the attainment of the production objectives * Concern for using materials sparingly * Cleanliness of the sewn furniture coverings   **Tasks**    * Receive instructions from the person in charge * Overlap the pieces of covering materials taking into account proper sewing measurements and ensuring that the notches and patterns of the covering material match, if applicable. * Make backstitches. * Make straight and curved stitches. * Make curved stitches in corners. * Sew on trim. * Check the quality of the assembly (lack of stretch and fullness, lack of wrinkles and fabric puckers, straight and sturdy seam lines, even stitching, stitch lines consistent with contours, etc.). * Cut off any excess thread. * Fold the sewn pieces and store them in the place designated for that purpose. * Detect any problems and inform the person in charge. | | |

| **825203 - Whipstitch patterns** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=406&comp=825203&codProg=8252) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Proper application of work techniques * Proper use of equipment * Meticulous work * Concern for the attainment of the production objectives * Concern for using materials sparingly * Cleanliness of the sewn furniture coverings   **Tasks**    * Receive instructions from the person in charge. * Overlap the pieces of covering materials taking into account proper sewing measurements and ensuring that the notches, back or face of the covering material match. * Make overstitches. * Check the quality of the assembly (uniformity of lines and edges, thorough overcasting of edges, minimal trimming of edges, etc.). * Cut off any excess thread. * Fold the sewn pieces and store them in the place designated for that purpose. * Detect any problems and inform the person in charge. | | |

| **825204 - Topstitch the assembled pieces** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=406&comp=825204&codProg=8252) | **2** |
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| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Proper application of work techniques * Proper use of equipment * Meticulous work * Concern for the attainment of the production objectives * Concern for using materials sparingly * Cleanliness of the sewn furniture coverings   **Tasks**    * Receive instructions from the person in charge. * Overlap the pieces of covering materials. * Make topstitches. * Check the quality of the assembly (parallel overstitching, no underside protrusion, etc.). * Cut off any excess thread. * Fold the sewn pieces and store them in the place designated for that purpose. * Detect any problems and inform the person in charge. | | |

| **825205 - Maintain the work areas and equipment** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=406&comp=825205&codProg=8252) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of maintenance schedule * Compliance with storage plan * Proper application of work techniques * Concern for using materials sparingly   **Tasks**    * Put away the parts and materials in their designated areas. * Clean the sewing machine. * Lubricate the components of the sewing machine. * Clean and sweep the work areas. * Salvage scrap materials for recycling and dispose of waste. * Report signs of breakage to the maintenance service or person in charge. | | |

## 8859  Sander

**M859**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=465)

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| **Field of application** | Sanders work for companies that manufacture wooden furniture, cabinets, cupboards, doors and windows. |
| **Other job titles** | Cabinet and wood finisher, furniture finisher |

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| Relative Task in Nunavik |
| Carpenters Assistant, Culture Teachers Assistant, In addition to the tasks below, the student may also learn...   * Inuit specific techniques and cultural practices * Measure materials and patterns for traditional dress |

| **835901 - Prepare the sanding work** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=465&comp=835901&codProg=8359) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Compliance with procedures or production plan * Accurate identification of the main wood species, wood-based panels or related materials * Choice of different abrasives to be used   **Tasks**    * Receive instructions from the person in charge. * Ensure that personal protection equipment is in good condition and worn properly. * Interpret the sample piece. * nterpret information about types of abrasives and backings, grit size and density. * Select abrasives and check their cleanliness and condition. * Arrange the materials in order on the work bench. * Check the operating condition of the tools and equipment. * Make sure the ventilation system is in good working order. * Detect any problems and inform the person in charge. | | |

| **835902 - Correct minor defects on surfaces to be sanded** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=465&comp=835902&codProg=8359) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with environmental laws and regulations * staying within the limits of the occupation * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Demonstration of a keen sense of observation * Meticulous work   **Tasks**    * Identify minor defects on the surfaces (glue stains, nicks, cracks, scratches). * Choose the appropriate technique. * Select the materials (filler, shellac stick, pencil, etc.) and the tools. * Fill the nicks and cracks, remove excess glue, apply pencil, etc. * Remove dust from the surfaces. * Send products with major defects to the repair shop. * Detect any problems and inform the person in charge. | | |

| **835903 - Mask the surfaces** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=465&comp=835903&codProg=8359) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Meticulous work   **Tasks**    * Receive instructions from the person in charge. * Apply masking tape or masking material. * Verify the areas to be protected. * Detect any problems and inform the person in charge. | | |

| **835904 - Sand pieces by hand** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=465&comp=835904&codProg=8359) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Conformity with sample piece * Meticulous work * Careful handling of pieces * Concern for the attainment of the production objectives   **Tasks**    * Place the piece on the work bench. * Cut the sandpaper * Place the sandpaper on the sanding block. * Sand using a sanding block, sponge or abrasive pad, going with the grain of the wood in long, even strokes. * Smooth corners. * Check the quality of the sanding regularly through visual and tactile examination of the surface of the piece. * Remove dust from the surfaces. * Use a finer grit for finishing the piece. * Wipe the piece clean. * Detect any problems and inform the person in charge. * Place the piece on a cart. | | |

| **835905 - Sand pieces using a sander or a sanding machine tool** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=465&comp=835905&codProg=8359) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with environmental laws and regulations * Compliance with work instructions * Observance of manufacturer’s specifications * Proper application of work techniques * Proper use of tools and equipment * Conformity with sample piece * Meticulous work * Delicate handling of pieces * Concern for the attainment of production objectives   **Tasks**    * Place the piece on the work bench. * Prepare the orbital, linear, belt, band, or panel sander, etc. * Adjust the settings and have them approved by the person in charge * Start the sander. * Do a test run, as needed. * Do the sanding. * Smooth corners. * Check the quality of the sanding regularly through visual and tactile examination of the surface of the piece. * Remove dust from the surfaces. * Use a finer grit for finishing the piece. * Wipe the piece clean. * Detect any problems and inform the person in charge. * Place the piece on a cart. | | |

| **835906 - Check the quality of the sanding** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=465&comp=835906&codProg=8359) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * staying within the limits of the occupation * Conformity with sample piece * Precise, methodical work * Clean wood, free of defects   **Tasks**    * Make sure the lighting is adequate. * Examine the sanded surface and compare it with the sample piece. * Identify defects (burns, shine, marks, grooves, unsanded areas, etc.) through visual and tactile examination of the surface. * Correct any irregularities or place defective products in the areas provided for this purpose. * Fill out the production form. | | |

| **105 - Keep the workspace clean and orderly, in an industrial setting** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=465&comp=105&codProg=8359) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Observance of maintenance schedule * Compliance with the storage or warehousing plan * Proper application of work techniques * Concern for using materials sparingly * Order and cleanliness   **Tasks**    * Put away the parts or products in their designated areas. * Clean the tools and equipment. * Sort and put away all materials used. * Clean and sweep the work areas. * Salvage scrap materials for recycling and dispose of waste. * Report signs of breakage to the maintenance service or person in charge. | | |

# **Sector : 06 - Chemistry and Biology**

## No Trades available

# **Sector : 07 - Buildings and Public Works**

## 8708  Public Building Cleaner

**M708**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=356)

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| **Field of application** | Public building cleaners work for cleaning companies that cater to public buildings (office buildings, shopping centres, airports and other terminals, financial institutions, hotels, etc.). |
| **Other job titles** | Cleaning person |

| **500 - Start and end a work shift** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=356&comp=500&codProg=8208) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Proper preparation of carts * Efficient work   **Tasks**    * Read and fill out assignment sheets. * Prepare the equipment: check the condition of the equipment, replace filters or vacuum cleaner bags, etc. * Prepare their cart: check the quantity of products and materials, ensure that products are properly placed on the cart, etc. * Stock the supply room. * Notify the person in charge when inventories are low. | | |

| **820801 - Clean work areas (offices, meeting rooms, etc.)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=356&comp=820801&codProg=8208) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment and cleaning products * Order and cleanliness   **Tasks**    * Put desks, tables, chairs, coat racks, etc., back in their proper place. * Dust furniture, lamps, telephones, pictures on walls, etc. * Dust computer equipment. * Wipe doors, doorframes and handles. * Remove stains from baseboards and walls. * Clean fabric-covered screens or glass partitions. * Sweep floors, vacuum carpets, wash boot mats, etc. * Dust windows and window sills. * Empty garbage cans and recycling bins. | | |

| **501 - Clean public areas (lobbies, hallways, elevators, stairs, etc.)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=356&comp=501&codProg=8208) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment and cleaning products * Order and cleanliness   **Tasks**    * Put tables, armchairs, chairs, magazine racks, and so on, back in their proper place. * Dust furniture and pictures or signs on walls. * Vacuum or sweep floors. * Wet or dry mop floors and stairs. * Wash windows and mirrors. * Wash banisters and handrails. * Wipe countertops, doors, doorframes and handles. * Remove stains from baseboards and walls. * Polish metal accessories and trim. * Empty garbage cans and recycling bins. * Take lost and found items to the front desk, customer service, security, etc. * Detect various problems (breakages, malfunctioning equipment, missing objects, etc.), and notify the person in charge. | | |

| **820802 - Clean eating areas** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=356&comp=820802&codProg=8208) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment and cleaning products * Order and cleanliness   **Tasks**    * Wash countertops. * Wash sinks and faucets. * Put furniture back in its proper place. * Wash tables and chairs. * Wash floors. * Clean small appliances (microwave, kettle, toaster, coffeemaker, etc.). * Fill paper and soap dispenser, etc. * Empty garbage cans, recycling bins and composting bins. | | |

| **502 - Clean washrooms** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=356&comp=502&codProg=8208) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment and cleaning products * Order and cleanliness   **Tasks**    * Fill paper, soap dispensers, etc. * Clean and disinfect sinks. * Clean and disinfect mirrors. * Clean and disinfect toilets (inside and out), toilet seats and urinals. * Clean and disinfect walls and stalls. * Clean and disinfect doors and handles. * Wash floors. * Unclog toilets. * Empty garbage cans. * Pour maintenance product in floor drains. * Clean showers. | | |

| **820803 - Maintain floors using specialized equipment** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=356&comp=820803&codProg=8208) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment and cleaning products * Impeccable floors   **Tasks**    * Cordon off and secure the work area: install tape, signs, etc. * Pick up trash. * Sweep floors (carpet sweeper, broom, etc.). * Select cleaning products, in accordance with the type of floor covering. * Wash floors using cleaning equipment. * Wax and polish floors using specialized equipment. | | |

| **503 - Perform tasks prescribed by the waste management program** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=356&comp=503&codProg=8208) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of environmental laws and regulations * Proper application of work techniques * Concern for environmental protection   **Tasks**    * Carry garbage bags and place them in the dumpster. * Carry recycling bins and empty them in the proper container. * Empty composting bins into larger bins and place them in the designated area for pick-up. * Place all hazardous household waste products in the designated area. * Wash bins. | | |

## 8773  House Cleaner

**M773**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=428)

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| **Field of application** | Residential cleaners work for companies offering residential cleaning services on a regular basis. In some companies, a team does the work. The workplaces are varied and include such residences as single-family homes, condominiums, rental units in apartment buildings and cottages. |
| **Other job titles** | Cleaning man / woman |

| **570 - Prepare for the service visit to the client’s residence** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=428&comp=570&codProg=8273) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with the terms and conditions of the service agreement * Concern for company profitability * Concern for client satisfaction. * Appropriate attire * Demonstration of good organizational skills * Punctuality * Honesty * Discretion   **Tasks**    * Receive instructions from the person in charge (client names and addresses, terms of the contracts covering the specified work and the time allotted for it, etc.). * Check the schedule. * Make certain to have the material required (vacuum cleaner, brushes, mop, pail, work gloves, etc.). * Make certain to have the household cleaning products (regular or environmentally-friendly). * Consult a road map. * Upon arrival at the premises, unload the products and materials from the vehicle and take them to the residence. * Ring the doorbell or unlock the door. * Deactivate the alarm system. * Greet the client and confirm the work to be done. * Follow the client’s instructions concerning domestic animals. * Detect any problems and notify the person in charge. | | |

| **827301 - Clean the living room, dining room, hallway, stairway, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=428&comp=827301&codProg=8273) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with the terms and conditions of the service agreement * Compliance with quality standards * Proper application of work techniques * Proper use of equipment and cleaning products * Precautions taken to avoid disturbing the client, if applicable * Proper time management * Meticulous work * Order and cleanliness   **Tasks**    * Pick up newspapers, clothes, drinking glasses, etc. and put them away in the designated places. * Dust furniture, lamps, picture frames, knickknacks, etc. * Wash and polish mirrors. * Remove stains on walls, doors, door and window frames, light switches, etc. * Vacuum rugs or carpets, floors and upholstered furniture. * Wash the floors (hardwood, ceramic, slate, etc.). * Empty and wash garbage cans and ashtrays, as applicable. * Check the quality of the work, noting imperfections and correcting them. | | |

| **827302 - Clean the bedrooms** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=428&comp=827302&codProg=8273) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with the terms and conditions of the service agreement * Compliance with quality standards * Proper application of work techniques * Proper use of equipment and cleaning products * Precautions taken to avoid disturbing the client, if applicable * Proper time management * Meticulous work * Order and cleanliness   **Tasks**    * Pick up newspapers, clothes, drinking glasses, etc. and put them away in the designated places. * Make or change the beds. * Dust furniture, lamps, picture frames, knickknacks, etc. * Wash and polish mirrors. * Remove stains on walls, doors, door and window frames, light switches, etc. * Vacuum rugs or carpets, floors and upholstered furniture. * Wash the floors (hardwood, ceramic, slate, etc.). * Check the quality of the work, noting imperfections and correcting them. | | |

| **827303 - Clean the kitchen** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=428&comp=827303&codProg=8273) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with the terms and conditions of the service agreement * Compliance with quality standards * Proper application of work techniques * Proper use of equipment and cleaning products * Precautions taken to avoid disturbing the client, if applicable * Proper time management * Meticulous work * Order and cleanliness   **Tasks**    * Pick up newspapers, clothes, drinking glasses, etc. and put them away in the designated places. * Stack the dishes in the dishwasher and start it. * Wipe the small household appliances (toaster, microwave oven, kettle, etc.). * Clean the outside surface of the stove or cooktop, refrigerator and dishwasher. * Wipe the top of the table. * Clean and disinfect the counter, sink and taps. * Wash and polish the mirrors. * Remove stains on walls, doors, door and window frames, light switches, etc. * Empty the garbage can, recycling bin or compost bin and wash them. * Vacuum the floor. * Wash the floor (hardwood, ceramic, slate, linoleum, tile, etc.). * Check the quality of the work, noting imperfections and correcting them. | | |

| **827304 - Clean the bathroom, shower room, laundry room** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=428&comp=827304&codProg=8273) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with the terms and conditions of the service agreement * Compliance with quality standards * Proper application of work techniques * Proper use of equipment and cleaning products * Precautions taken to avoid disturbing the client, if applicable * Proper time management * Meticulous work * Order and cleanliness   **Tasks**    * Pick up newspapers, clothes, drinking glasses, etc. and put them away in the designated places. * Wash the counter and sink as well as the accessories. * Wash and polish the mirrors. * Wash and disinfect the bathtub or shower, partitions and tiles. * Wipe the shower curtain. * Wash and disinfect the toilet (seat and cover, bowl, tank and pipes). * Wipe the outside surface of the washer and dryer. * Empty and wash the garbage can. * Remove stains on walls, doors, door and window frames, light switches, etc. * Vacuum the floor. * Wash the floor. * Restock the toilet paper holder, soap dish, etc. * Check the quality of the work, noting imperfections and correcting them. | | |

| **572 - Finish the work** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=428&comp=572&codProg=8273) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with the terms and conditions of the service agreement * Accurate calculations * Demonstration of a keen sense of observation * Honesty * Courtesy   **Tasks**    * Inspect each room. * Close the windows and French doors and turn off the lights, as applicable. * Fill out a time sheet or bill: count the hours worked, enter them, calculate the costs, etc. * Submit the quality of service evaluation form, promotional items and invoice, as applicable. * Note any problems and inform the client as well as the person in charge (water leak, presence of insects, broken object, etc.). * Carry the products and equipment to the vehicle. * Make sure not to leave anything behind. * Take leave of the client. * Activate the alarm system. * Lock the door. | | |

## 8774  Residential Cleaner

**M774**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=429)

|  |  |
| --- | --- |
| **Field of application** | Residential cleaners work for companies offering residential cleaning services that are commonly referred to as heavy cleaning. In some companies, a team does the work. The workplaces are varied and include such residences as single-family homes, condominiums, rental units in apartment buildings and cottages. |
| **Other job titles** | Carpet or furniture cleaning specialist |

| **570 - Prepare for the service visit to the client’s residence** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=429&comp=570&codProg=8274) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with the terms and conditions of the service agreement * Concern for company profitability * Concern for client satisfaction. * Appropriate attire * Demonstration of good organizational skills * Punctuality * Honesty * Discretion   **Tasks**    * Receive instructions from the person in charge (client names and addresses, terms of the contracts covering the specified work and the time allotted for it, etc.). * Check the schedule. * Make certain to have the material required (vacuum cleaner, brushes, mop, pail, work gloves, etc.). * Make certain to have the household cleaning products (regular or environmentally-friendly). * Consult a road map. * Upon arrival at the premises, unload the products and materials from the vehicle and take them to the residence. * Ring the doorbell or unlock the door. * Deactivate the alarm system. * Greet the client and confirm the work to be done. * Follow the client’s instructions concerning domestic animals. * Detect any problems and notify the person in charge. | | |

| **827401 - Clean walls and ceilings** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=429&comp=827401&codProg=8274) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with the terms and conditions of the service agreement * Compliance with quality standards * Compliance with the steam equipment manufacturer’s specifications, if applicable * Proper application of work techniques * Proper use of equipment and cleaning products * Precautions taken to avoid disturbing the client, if applicable * Proper time management * Care taken with the different surfaces * Meticulous work * Cleanliness   **Tasks**    * Read the cleaning chart prepared by the person in charge and accepted by the client with respect to the recommended methods and products selected for the type of surface covering (paint, wall paper, wood panelling, etc.). * Take down objects hung on the walls or from the ceilings (picture frames, clocks, plants, mirrors, etc.). * Protect the furniture by covering it with a drop-sheet or moving it. * Prepare the cleaning materials, equipment and products. * Carry out wet, dry or steam cleaning. * Remove stains on radiators, door and window frames, light switches, etc. * Check the quality of the work, noting imperfections and correcting them. | | |

| **827402 - Clean floors** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=429&comp=827402&codProg=8274) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with the terms and conditions of the service agreement * Compliance with quality standards * Compliance with the steam equipment manufacturer’s specifications, if applicable * Proper application of work techniques * Proper use of equipment and cleaning products * Precautions taken to avoid disturbing the client, if applicable * Proper time management * Care taken with the different surfaces * Meticulous work * Cleanliness   **Tasks**    * Read the cleaning chart prepared by the person in charge and accepted by the client with respect to the recommended methods and products selected for the type of floor covering (hardwood, slate, ceramic, tile, etc.). * Move the furniture and other objects. * Vacuum. * Prepare the cleaning materials, equipment and products. * Remove stains on floors and radiators. * Use a mop or steam cleaner to wash the floors. * Wax and polish the floors. * Check the quality of the work, noting imperfections and correcting them. | | |

| **827403 - Clean carpets or rugs** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=429&comp=827403&codProg=8274) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with the terms and conditions of the service agreement * Compliance with quality standards * Compliance with the steam equipment manufacturer’s specifications, if applicable * Proper application of work techniques * Proper use of equipment and cleaning products * Precautions taken to avoid disturbing the client, if applicable * Proper time management * Care taken with the floor coverings * Meticulous work * Cleanliness   **Tasks**    * Read the cleaning chart prepared by the person in charge and accepted by the client with respect to the recommended methods and products selected for the type of carpets or rugs (shag or plush, type of fibre, etc.). * Move the furniture and other objects. * Vacuum. * Prepare the wet or steam rug cleaning machine. * Apply the cleaning product and brush the surfaces. * Use the rug cleaning machine. * Let the carpet or rug dry. * Apply a protective product. * Put the furniture and other objects back in their places. * Check the quality of the work, noting imperfections and correcting them. | | |

| **827404 - Clean upholstered furniture** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=429&comp=827404&codProg=8274) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with the terms and conditions of the service agreement * Compliance with quality standards * Compliance with the steam equipment manufacturer’s specifications, if applicable * Proper application of work techniques * Proper use of equipment and cleaning products * Precautions taken to avoid disturbing the client, if applicable * Proper time management * Care taken with fabrics and other materials * Meticulous work * Cleanliness   **Tasks**    * Read the cleaning chart prepared by the person in charge and accepted by the client with respect to the recommended methods and products selected for the type of upholstery. * Prepare the cleaning materials, equipment and products. * Vacuum. * Prepare the steam cleaning machine. * Apply the cleaning product and brush the surfaces. * Use the steam cleaning machine on fabric upholstery or use a cleaning product on leather upholstery. * Apply a protective product. * Check the quality of the work, noting imperfections and correcting them. | | |

| **827405 - Clean windows** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=429&comp=827405&codProg=8274) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with the terms and conditions of the service agreement * Compliance with quality standards * Proper application of work techniques * Proper use of equipment and cleaning products * Precautions taken to avoid disturbing the client, if applicable * Proper time management * Meticulous work * Cleanliness   **Tasks**    * Read the cleaning chart prepared by the person in charge and accepted by the client. * Prepare the cleaning materials, equipment and products. * Remove drapes, curtains, hanging plants, decorative objects, etc. * Protect the furniture by covering it with a drop-sheet or moving it. * Put up the ladder. * Wash the blinds, let them dry and put them back. * Wash the inside and outside of the glass with soapy water; a squeegee may be used for hard-to-reach places. * Wash window frames and sills. * Rinse with vinegar water; a squeegee may be used for hard-to-reach places. * Wipe the window to make it shine. * Put the drapes, curtains, hanging plants, decorative objects, etc. back in place. * Check the quality of the work, noting imperfections and correcting them. | | |

| **827406 - Clean closets and cupboards** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=429&comp=827406&codProg=8274) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with the terms and conditions of the service agreement * Compliance with quality standards * Proper application of work techniques * Proper use of equipment and cleaning products * Precautions taken to avoid disturbing the client, if applicable * Proper time management * Meticulous work * Cleanliness   **Tasks**    * Read the cleaning chart prepared by the person in charge and accepted by the client. * Put up the ladder. * Empty the closets and cupboards (food, kitchen items, clothes, shoes, sports equipment, etc.) and put the items in the designated place. * Prepare the cleaning materials, equipment and products. * Wipe off the shelves using a damp cloth. * Remove stains. * Let dry and then put items back in their original places in the closets or cupboards. * Check the quality of the work, noting imperfections and correcting them. | | |

| **827407 - Clean the stove and refrigerator** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=429&comp=827407&codProg=8274) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with the terms and conditions of the service agreement * Compliance with quality standards * Proper application of work techniques * Proper use of equipment and cleaning products * Precautions taken to avoid disturbing the client, if applicable * Proper time management * Meticulous work * Cleanliness   **Tasks**    * Read the cleaning chart prepared by the person in charge and accepted by the client. * Prepare the cleaning materials, equipment and products. * Take the necessary steps to protect the floors or walls. * Spray the cleaning product in the oven or start the automatic cleaning cycle. * Remove and soak the racks, trays, drip bowls under the elements, etc., then rinse and dry them. * Clean the stove inside and out. * Clean the stove hood. * Empty the refrigerator, then wash and dry the shelves. * Empty the freezer, then wash and dry it inside. * Defrost the freezer if ice has formed inside it. * Check the quality of the work, noting imperfections and correcting them. | | |

| **572 - Finish the work** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=429&comp=572&codProg=8274) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with the terms and conditions of the service agreement * Accurate calculations * Demonstration of a keen sense of observation * Honesty * Courtesy   **Tasks**    * Inspect each room. * Close the windows and French doors and turn off the lights, as applicable. * Fill out a time sheet or bill: count the hours worked, enter them, calculate the costs, etc. * Submit the quality of service evaluation form, promotional items and invoice, as applicable. * Note any problems and inform the client as well as the person in charge (water leak, presence of insects, broken object, etc.). * Carry the products and equipment to the vehicle. * Make sure not to leave anything behind. * Take leave of the client. * Activate the alarm system. * Lock the door. | | |

## 8832  Janitor's Helper

**M832**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=364)

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| --- | --- |
| **Field of application** | Assistant janitors work in apartment buildings, schools, daycare facilities, etc. |
| **Other job titles** | Maintenance employee |

| **501 - Clean public areas (lobbies, hallways, elevators, stairs, etc.)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=364&comp=501&codProg=8332) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment and cleaning products * Order and cleanliness   **Tasks**    * Put tables, armchairs, chairs, magazine racks, and so on, back in their proper place. * Dust furniture and pictures or signs on walls. * Vacuum or sweep floors. * Wet or dry mop floors and stairs. * Wash windows and mirrors. * Wash banisters and handrails. * Wipe countertops, doors, doorframes and handles. * Remove stains from baseboards and walls. * Polish metal accessories and trim. * Empty garbage cans and recycling bins. * Take lost and found items to the front desk, customer service, security, etc. * Detect various problems (breakages, malfunctioning equipment, missing objects, etc.), and notify the person in charge. | | |

| **502 - Clean washrooms** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=364&comp=502&codProg=8332) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment and cleaning products * Order and cleanliness   **Tasks**    * Fill paper, soap dispensers, etc. * Clean and disinfect sinks. * Clean and disinfect mirrors. * Clean and disinfect toilets (inside and out), toilet seats and urinals. * Clean and disinfect walls and stalls. * Clean and disinfect doors and handles. * Wash floors. * Unclog toilets. * Empty garbage cans. * Pour maintenance product in floor drains. * Clean showers. | | |

| **833201 - Assist the janitor in maintaining the building or connected structures** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=364&comp=833201&codProg=8332) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Proper application of work techniques * Proper use of tools and equipment   **Tasks**    * Repaint peeling surfaces: prepare the surfaces for painting, apply products, put up signs, etc. * Replace broken windowpanes: remove pane, scrape off excess caulking, install a new pane, apply caulking, etc. * Replace light bulbs or neon tubes. * Screw, nail or attach wooden or metal parts. * Transport materials. * Help set up or take down scaffolding. * Put away maintenance products. * Detect any problems (cracks, leaks, suspicious odours, etc.) and notify the person in charge. | | |

| **833202 - Assist the janitor in maintaining the outdoor play area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=364&comp=833202&codProg=8332) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Appropriate judgment * Proper application of work techniques * Proper use of equipment * Constant concern for the safety and security of users   **Tasks**    * Ensure there are no obstacles in the play areas and safety zones. * Verify the quality of absorbent material in the safety zones once a week. * Add new sand as needed. * Verify the structural integrity of play equipment (guardrails, swings, slides, climbing apparatus, etc.). * Sweep or even out petanque surfaces, etc. * Help install nets on tennis or badminton courts, or install game accessories. | | |

| **833203 - Answer inquiries from clients of residences or institutions** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=364&comp=833203&codProg=8332) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Courteous service * Relevant, accurate and clear information provided * Concern for client satisfaction.   **Tasks**    * Greet people. * Answer questions. * Forward messages to the person in charge. * Identify various problems (breakages, malfunctioning equipment, missing objects, etc.), and notify the person in charge. | | |

| **833204 - Tend lawns, green spaces and grounds** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=364&comp=833204&codProg=8332) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observation of occupational health and safety rules * Compliance with work instructions * Correct application of equipment start-up and shutdown procedures * Proper application of work techniques * Proper use of equipment * Concern for customer safety and satisfaction   **Tasks**    * Pick up leaves and plant debris. * Check the condition of the lawn mower, the hedge trimmer and the edger. * Mow the lawn. * Trim the edges. * Trim the hedges. * Remove plant debris from flowerbeds. * Water the lawn, shrubs and plants. * Sweep the sidewalks and pathways. * Wash and put back outdoor furniture. * Check and clean campfire sites. * Detect any problems and notify the person in charge. | | |

| **719 - Remove the snow from sidewalks, lanes, balconies, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=364&comp=719&codProg=8332) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Correct application of procedures for starting up and shutting down the snow blower. * Proper use of equipment * Economical use of abrasives * Concern for people’s safety   **Tasks**    * Set up signs. * Check the condition of the snow blower. * Operate the snow blower. * Shovel the snow. * Break up the ice. * Spread sand or other abrasives. | | |

| **833205 - Maintain a swimming pool** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=364&comp=833205&codProg=8332) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Meticulous work * Concern for the health of swimmers   **Tasks**    * Check the water level and adjust it. * Measure the water temperature. * Measure the pH and adjust it. * Take a water sample and have it analyzed. * Vacuum the pool. * Clean the filters. * Remove floating leaves. * Sweep the pool deck. * Put away the equipment and material. * Detect any problems and notify the person in charge. | | |

| **503 - Perform tasks prescribed by the waste management program** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=364&comp=503&codProg=8332) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of environmental laws and regulations * Proper application of work techniques * Concern for environmental protection   **Tasks**    * Carry garbage bags and place them in the dumpster. * Carry recycling bins and empty them in the proper container. * Empty composting bins into larger bins and place them in the designated area for pick-up. * Place all hazardous household waste products in the designated area. * Wash bins. | | |

## 8835  Outdoor Skating Rink Maintenance Worker

**M835**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=435)

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| **Field of application** | Outdoor Skating Rink Maintenance Workers work for cities or municipalities. |
| **Other job titles** | Skating Rink Attendant |

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| Relative Task in Nunavik |
| Indoor Skating Rink Maintenance Worker |

| **833501 - Help prepare an outdoor skating rink with or without boards** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=435&comp=833501&codProg=8335) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of established spraying time * Proper application of work techniques * Proper use of tools and equipment * Concern for customer safety and satisfaction * Demonstration of ability to work in a team   **Tasks**    * Receive instructions from the person in charge. * Inspect the boards and notify the person in charge of any problem. * Remove equipment or accessories used during the summer season (basketball hoop, goal, etc.). * Clean the surface. * Install the spraying system. * Spray the surface. * Evaluate the quality of the ice and make the necessary touch-ups. * Paint lines or logos. | | |

| **833502 - Maintain an outdoor skating rink with or without boards and its accesses** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=435&comp=833502&codProg=8335) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Concern for customer safety and satisfaction * Resourcefulness   **Tasks**    * Receive instructions from the person in charge. * Remove snow from the rink: shovel or operate a snow blower. * Resurface the ice. * De-ice the edge of the boards. * Repaint lines or logos. * Install goals or accessories for special events. * Remove snow from sidewalks, stairs and paths leading to the skating rink. | | |

| **833503 - Maintain the facilities** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=435&comp=833503&codProg=8335) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment * Order and cleanliness   **Tasks**    * Receive instructions from the person in charge. * Pick up objects and put them where they belong. * Reposition furniture. * Pick up garbage and dispose of it. * Empty the garbage cans and bring the garbage bags to the appropriate location. * Place recyclables in the appropriate bins. * Sweep the floor and mop as needed. * Wipe the furniture, window sills, etc. * Wash the sinks, toilets and showers. * Fill paper towel dispensers, soap dispensers, etc. * Make sure that the schedule and rules are visible. * Perform related tasks (turn on the sound system, coffee maker, etc.). * Inspect the facilities before leaving: turn off lights and electrical appliances, place boots outside, lock the door, etc. * Identify maintenance-related problems and notify the person in charge. | | |

| **833504 - Serve customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=435&comp=833504&codProg=8335) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Courtesy * Attentiveness * Relevant, accurate and clear information provided   **Tasks**    * Greet the customer. * Interpret requests. * Provide information about operating hours, rules, special events, etc. | | |

| **833505 - Supervise an outdoor skating rink** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=435&comp=833505&codProg=8335) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Appropriate judgment * Clear communication with customers * Patience * Courteous service * Friendliness * Vigilance * Concern for customer safety and satisfaction   **Tasks**    * Observe skaters and identify those exhibiting risky behaviour (excessive speed, prohibited games, failure to follow rules). * Invite skaters who are breaking the rules to respect them. * Answer questions and respond to complaints from customers. * Identify problems and notify the person in charge as soon as possible. | | |

| **714 - Take action in the event of a minor incident or problem** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=435&comp=714&codProg=8335) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observation of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Self-control * Promptness   **Tasks**    * Recognize that the incident or situation is problematic. * Notify the person in charge or call the emergency number (310-4141 or 911). * Reassure the person and stay with them until help arrives. * Help maintain order. * Help disperse a crowd. * Intervene while being mindful of your own safety. * Write an event report. | | |

# **Sector : 08 - Land Use Planning and the Environment**

## 8711  Clothing Sorter/Labeller

**M711**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=359)

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| **Field of application** | Clothing sorters/labellers work in second-hand stores, handling counters, clothing donation centers or any other organization involved in collecting and reselling clothing and other items. |
| **Other job titles** | No other job title |

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| Relative Task in Nunavik |
| Donation Sorter (Social Services), Thrift Store Worker, In addition to the tasks below, the student may also learn...   * Delivering donations to elders and families in need * Preparing care packages for the community |

| **821101 - Pre-sort clothing** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=359&comp=821101&codProg=8211) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Appropriate judgment * Demonstration of a keen sense of observation * Quick execution * Understanding of the importance of recycling and reuse   **Tasks**    * Take articles out of bags, boxes or containers. * Verify the condition of clothing, shoes and other articles. * When in doubt, ask the supervisor about the value of clothing or coats (i.e. furs, leather). * Gather the nonreusable clothing, shoes and other articles (i.e. clothes that are stained, torn, deformed, no longer fashionable) and place them in recycling or garbage bins. * Gather the clothing, shoes and other articles requiring small repairs (i.e. broken zippers, unsewn hemlines or loose buttons) and place them in bins to be sent to the appropriate location. * Gather the out-of-season clothing, shoes and other articles and place them in bins to be sent to the warehouse. * Gather the in-season clothing, shoes and other articles in good condition and place them in bins to be sent for sorting. | | |

| **821102 - Sort in-season articles of clothing** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=359&comp=821102&codProg=8211) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Appropriate judgment * Demonstration of a keen sense of observation * Quick execution * Understanding of the importance of recycling and reuse   **Tasks**    * Group women’s clothing by category. * Group men’s clothing by category. * Group children’s clothing by category. * Remove clothing that does not fit the established criteria for sale and send the articles to the appropriate location. | | |

| **821103 - Sort household articles** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=359&comp=821103&codProg=8211) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Appropriate judgment * Demonstration of a keen sense of observation * Quick execution   **Tasks**    * Verify the condition of household articles. * When in doubt, ask the supervisor about the value of the articles (i.e. china, silverware, crystal). * Gather nonreusable articles (i.e. chipped dishes, burnt pans, broken toasters or knickknacks) and place them in recycling or waste bins. * Group articles that may be sold, by category. | | |

| **821104 - Sort toys and stuffed animals** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=359&comp=821104&codProg=8211) | **1** |
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| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Appropriate judgment * Demonstration of a keen sense of observation * Quick execution   **Tasks**    * Verify the condition of toys or stuffed animals. * When in doubt, ask the supervisor whether a toy should be kept. * Gather the nonreusable toys or stuffed animals and place them in recycling or waste bins. * Gather the toys requiring small repairs and place them in bins to be sent for repair, if applicable. * Group the toys and stuffed animals that may be sold, by category. | | |

| **821105 - Sort books, magazines and CDs** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=359&comp=821105&codProg=8211) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Appropriate judgment * Demonstration of a keen sense of observation * Quick execution   **Tasks**    * Verify the condition of books, magazines or CDs. * When in doubt, ask the supervisor about the value of books or CDs (i.e. rare books or CDs). * Gather the irrecoverable books, magazines or CDs (i.e. books that are torn or marked up, broken CDs, etc.) and place them in recycling or waste bins. * Group the books, magazines or CDs that may be sold, by category. | | |

| **821106 - Label clothing and other articles** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=359&comp=821106&codProg=8211) | **2** |
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| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Appropriate judgment * Demonstration of a keen sense of observation * Accurate labelling   **Tasks**    * Ensure that a sufficient quantity of labelling materials is available. * Verify the condition of the articles to be sold. * Interpret the pricing chart. * Write the codes and prices on the labels as well as the size, if applicable. * Group the different articles (i.e. clothing for men, women and children, books and CDs). | | |

| **10 - Receive payment from customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=359&comp=10&codProg=8211) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Honesty * Accurate calculations and data entered * Proper use of computerized equipment   **Tasks**    * Receive money and give change. * Use a cash register, computerized sales equipment or a point-of-sale terminal to receive payment by credit or debit card. * Charge amounts to customers’ accounts. * Give receipts, sales slips, transaction records, etc. | | |

| **821107 - Keep the workstation clean and orderly** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=359&comp=821107&codProg=8211) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with the stocking or storage plan * Order and cleanliness   **Tasks**    * Clean the equipment and machines. * Put away the accessories, forms, materials, etc. * Dust or clean the workstation. | | |

## 8838  Reception Centre Clerk

**M838**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=401)

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| **Field of application** | Reception centre clerks work at the entrances to wildlife reserves, provincial or federal parks, outfitters’ camps or controlled harvesting zones. |
| **Other job titles** | Reception centre guard; hunting attendant; fishing attendant |

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| Relative Task in Nunavik |
| Land Holding Support, Hunter Support Assistant In addition to the tasks below, the student may also learn...   * Distribute licenses and permits in accordance with Nunavik Category 1 and 2 regulations |

| **833801 - Answer customer’s inquiries at the reception centre or by phone or e-mail** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=401&comp=833801&codProg=8338) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Correct application of the communication protocol * Courteous service * Attentiveness * Relevant, accurate and clear information provided * Concern for client satisfaction. * Appropriate attire * Wearing of identification badge   **Tasks**    * Greet customers. * Inquire about the customers’ needs. * Provide information on the services and products offered (schedules and rates, day fishing sites, location of accommodations, rental of boats or equipment, sale of licences, etc.). * Provide information on the businesses’ rules and the company’s operating parameters (arrival and departure times, licences required, pets, etc.). * Provide information on the activities offered (schedule and rates, description, etc.). * Provide information on the regulations governing fishing, hunting and trapping (hunting periods, catch quotas, authorized arms and hunting gear, etc.) * Offer brochures. * Take reservations and follow up on them. * Forward messages to the person in charge. * Write information in the logbook. * Direct customers toward the person in charge for more complex questions or complaints. | | |

| **833802 - Control access to the site** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=401&comp=833802&codProg=8338) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of the rules of the establishment * Compliance with work instructions * Appropriate use of computerized equipment, if applicable * Courtesy * Relevant, accurate and clear information provided * Concern for client satisfaction. * Concern for the conservation of the flora and fauna on the territory   **Tasks**    * Greet customers at the reception centre. * Check reservations or site availability (lakes, camp sites, etc.). * Perform check-in tasks: verify the customers’ identity, the validity of their hunting or trapping permits or their hunting or fishing licences, enter their names and contact information in a register along with their licence or permit numbers, the expected duration of their stay, and the site allocated to them. * Give customers a ticket to the site. * Guide the customers toward their site: explain the route they will have to take, give them a map and make sure that they have understood the explanations. * Encourage customers to be prudent and acquaint them with the existing emergency procedures. * Detect any problems and inform the person in charge. | | |

| **833803 - Rent boats or equipment** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=401&comp=833803&codProg=8338) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of water safety regulations * Compliance with work instructions * Relevant, accurate and clear information provided * Concern for client satisfaction.   **Tasks**    * Inquire about the customers’ needs. * Make sure that the customer holds a Pleasure Craft Operator Card, if applicable. * Check the availability of boats or equipment. * Indicate the location of the boat or bring the equipment to the customer. * Explain the techniques for using the equipment. * Explain the safety rules to be observed when using boats or equipment. * Indicate the danger zones on lakes or watercourses: submerged rocks, shoals, etc. * Fill out rental forms (complete forms or gather customer information). * Detect any problems and inform the person in charge. | | |

| **833804 - Issue a hunting, trapping or fishing licence** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=401&comp=833804&codProg=8338) | **2** |
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| **Performance criteria**    * Observance of hunting, fishing or trapping regulations * Compliance with work instructions * Appropriate use of the computerized licence selling service * Relevant, accurate and clear information provided   **Tasks**    * Interpret the customer’s needs (small- or big-game licence, migratory bird licence; sports fishing licence for salmon or other aquatic species, etc.). * Verify the hunting or trapping certificate (name, contact information, type of licence, certificate number, etc.). * Write down the name and birth date of the certificate holder as well as the date and exact time on which the licence was issued; identify the type of game covered by the licence and the code for the type of hunting or trapping in question, along with the certificate number; and sign the hunting or trapping licence and have the customer sign it as well. * Write down the name and birth date of the certificate holder as well as the date and exact time on which the licence was issued; identify the type of fish covered by the licence; sign the hunting or trapping licence, and have the customer sign it as well. * File the documents. * Detect any problems and inform the person in charge. | | |

| **10 - Receive payment from customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=401&comp=10&codProg=8338) | **2** |
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| **Performance criteria**    * Compliance with work instructions * Courteous service * Honesty * Accurate calculations and data entered * Proper use of computerized equipment   **Tasks**    * Receive money and give change. * Use a cash register, computerized sales equipment or a point-of-sale terminal to receive payment by credit or debit card. * Charge amounts to customers’ accounts. * Give receipts, sales slips, transaction records, etc. | | |

| **833805 - Monitor customers as they leave the site** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=401&comp=833805&codProg=8338) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of the rules of the establishment * Compliance with work instructions * Appropriate use of computerized equipment, if applicable * Accurate data * Courtesy * Appropriate judgment * Concern for client satisfaction. * Concern for the conservation of the fauna on the territory   **Tasks**    * Greet customers and ask them about their stay. * Record the number of catches made and where they were made, etc. * Make sure that the quotas were respected. * Record data for use in statistical analysis of attendance rates and quota management. * Take back the equipment and examine it for signs of damage; if equipment is damaged, inform the customer and let him or her know that a bill to cover the damage will follow. * Note positive comments as well as complaints and forward them to the person in charge of such matters. * Be attentive to signs of suspicious behaviour and, if there are any, inform the person in charge. | | |

| **833806 - Help the staff carry out various tasks** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=401&comp=833806&codProg=8338) | **2** |
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| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Demonstration of ability to work in a team   **Tasks**    * Participate in maintaining the shop (products, cards and folders, kindling and firewood, gasoline, etc.). * Participate in activities intended to make the sites safe (setting traps to live capture animals for relocation, etc.). * Check the condition of the boats and make sure that they are properly moored. * Lower or raise the gate. * Install panels and notice boards. | | |

| **833807 - Keep the reception centre and the surrounding area clean** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=401&comp=833807&codProg=8338) | **1** |
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| **Performance criteria**    * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Observance of WHMIS rules * Proper application of work techniques * Cleanliness of site   **Tasks**    * Clean counters. * Place the brochures and cards in display cases. * Sweep the floor of the reception centre. * Maintain the bathrooms and fill the paper and soap dispensers, etc. * Empty the garbage cans and dispose of garbage in a way that does not attract wild animals. * Dispose of dangerous products. * Wash bins. * Maintain the areas where fish and game are prepared. * Sweep or remove snow from entrances. * Pick up waste (wrapping paper, boxes, bottles, etc.). * Bring lost objects to the reception centre. | | |

| **717 - Take action in an emergency situation in a remote area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=401&comp=717&codProg=8338) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * staying within the limits of the occupation * Observance of the procedure to follow in emergency situations * Correct application of the communication protocol * Proper use of the material in the first-aid kit * Self-control * Promptness   **Tasks**    * Recognize that the situation is an emergency. * Notify the person in charge or make an emergency call using a cell phone (310 4141 or 911), a short-wave radio system or a satellite device: identify yourself, give the exact site coordinates, explain the situation, find out what measures to take, etc. * Apply the prescribed measures. * Reassure the person and stay with them until help arrives. * Intervene while being mindful of your own safety. * Write an event report. | | |

## 8839  Fur Trapper

**M839**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=413)

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| **Field of application** | Fur trappers trap furbearing animals in order to market their pelts. They carry out their activities on public or private lands, on territories leased to them, on Aboriginal community territories, on territories covered by the James Bay and Northern Québec Agreement or on beaver reserves. Trappers also trap nuisance wildlife at the request of government departments, cities or municipalities, logging companies, farming businesses, outfitting operations, ZECs (controlled harvesting zones) or even citizens. They work in forest, rural, suburban or urban areas. |
| **Other job titles** | None |
| **Information specific to the trade** | Section 3.1 of the Regulation respecting hunting stipulates that “to obtain a hunter’s or trapper’s certificate, a person must (. . .) take the course on the handling of the weapon in respect of which the certificate is applied for or on the trapping and management of fur-bearing animals; pass the examination corresponding to the course taken and hold an attestation to that effect.” In addition, a person must hold the proper hunting or trapping licence in order to hunt or trap. |

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| Relative Task in Nunavik |
| Inuit Fur Trapper Animals specific to Nunavik:   * Snowshoe Hare * Mink, Beaver * Marten * Fox, Wolf * Lynx * Black bear |

| **833901 - Prepare for trapping activities** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=413&comp=833901&codProg=8339) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Proper use of a compass, GPS (global positioning system) or telecommunications equipment * Proper use of tools (chainsaw, brush cutter, secateurs, etc.) * Appropriate judgment * Demonstration of a keen sense of observation * Good organizational skills   **Tasks**    * Consult Québec trapping regulations. * Consult biologists or wildlife territory management technicians or other trappers (knowledge of the habits of furbearing animals, diseases and parasites, authorized traps, status of the wildlife resource in the territory, prices for raw furs, problems related to nuisance wildlife, etc.). * Receive requests for intervention involving trapping of predatory pests. * Read road maps, topographical maps or aerial photographs. * Have the necessary equipment: appropriate clothing for the season, communication system, first-aid kit, survival kit, etc. * Inform a responsible person of his/her destination and scheduled return time. * Go to the area. * Spot signs of semiaquatic or land animals (dams, lodges, tracks and trails, excrement, etc.). * Identify trapping sites for each species of animal and indicate them on a map. * Set up access to the sites: pick up dead branches, saw up fallen trees or chop off lower branches on a trail, make a snowmobile trail or clean up a small stream or area around a dam. * Take measures to attract furbearing animals to the area: drop visual or scent baits or lures, build huts, enclosures or other shelters, set up poles, etc. * Spot problems (sick animals, signs of poaching, etc.), and quickly notify the authorities. | | |

| **833902 - Maintain trapping equipment** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=413&comp=833902&codProg=8339) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of manufacturer’s specifications * Correct interpretation of trap terminology * Proper application of work techniques * Proper use of products and materials * Meticulous work * Careful handling of traps   **Tasks**    * Read the instructions for each type of trap. * Put on personal protection equipment. * Check for wear (release mechanism, spring tension, presence of safety hooks, etc.), depending on the type of trap. * Replace parts. * Assemble and adjust the traps. * Degrease the new traps. * Colour the traps using natural or commercial dye. * Wax the traps. * Let the traps dry in a ventilated area. * Store the traps in a wooden pail or wooden box so that they do not pick up odours (sweat, oil, grease, metal, etc.). | | |

| **833903 - Prepare lures or cages** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=413&comp=833903&codProg=8339) | **2** |
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| **Performance criteria**    * Observance of occupational health and safety rules * Proper application of work techniques * Appropriate use of tools * Meticulous work   **Tasks**    * Make some castor, fish oil, etc.: read the recipe, choose, prepare and mix the ingredients and put the preparation in a box or jar. * Build a box-trap, hut, enclosure or floater: read the plans; determine the dimensions taking the trap into consideration; choose, cut and assemble the materials. | | |

| **833904 - Trap beavers, otters, minks or muskrats** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=413&comp=833904&codProg=8339) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with laws and regulations on trapping * Observance of manufacturer’s specifications * Observance of trapper code of ethics * Proper application of work techniques * Appropriate use of tools * Concern for the wellbeing of furbearing animals * Concern for the safety of domestic animals, if need be * Proper handling of captured animals   **Tasks**    * Choose a trapping technique (at an open-water dam, open-water channel, under-ice lodge, etc.), a type of quick-kill trap or cage, taking into account the subaquatic species to be captured, the characteristics of the site and regulatory provisions. * Prepare the trapping site on land, in open water or under the ice: remove branches near the dam, enlarge a channel, locate a lodge, burrow, trails, break the ice, etc. * Set the quick-kill trap (X-type trap, leg-hold trap connected to a drowning system or underwater neck snare), attach it to a branch, rock, etc. and remove the safety hooks. * Set the subaquatic cage. * Set the bait (poplar or willow branch, fresh fish, etc.) on the trap or in the box-trap, place a scent or visual lure and camouflage the trap. * Check the setup. * Conceal the evidence of his/her passage as much as possible. * Carry out a regular inspection tour to check for captured animals. * Open the trap and take the animal out, taking the necessary precautions if it is frozen, or transport the cage if relocating a live animal. * Clean the fur in either water or snow and place the carcass in a gunny sack. * Reset the trap. * Upon his/her return, record the information in the trapper’s logbook (number of animals, age, sex, types of traps, etc.). | | |

| **833905 - Trap martens, fishers, raccoons, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=413&comp=833905&codProg=8339) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with laws and regulations on trapping * Observance of manufacturer’s specifications * Observance of trapper code of ethics * Proper application of work techniques * Appropriate use of tools * Concern for the wellbeing of furbearing animals * Concern for the safety of domestic animals, if need be * Proper handling of captured animals   **Tasks**    * Choose a trapping technique (box-trap on a pole, Kania box-trap, camouflaged trap, etc.) and a quick-kill trap (X-type trap, neck snare, etc.), taking into account the species to be captured, the characteristics of the site and regulatory provisions. * Prepare the trap site or the ground, in a tree or on a pole. * Set the quick-kill trap inside or outside a box, solidly attach the chain to a branch and remove the security hooks. * Set a cage. * Set bait (rotting beaver or muskrat meat, fish or fowl, etc.), a scent or visual lure and camouflage the trap. * Check the setup. * Conceal the evidence of his/her passage as much as possible. * Carry out a regular inspection tour to check for captured animals. * Open the trap and take the animal out, taking the necessary precautions if it is frozen, or transport the cage if relocating a live animal. * Place the carcass in a gunny bag. * Reset the trap. * Upon his/her return, record the information in the trapper’s logbook (number of animals, age, sex, types of traps, etc.). | | |

| **833906 - Trap foxes, coyotes or wolves** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=413&comp=833906&codProg=8339) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with laws and regulations on trapping * Observance of manufacturer’s specifications * Observance of trapper code of ethics * Proper application of work techniques * Appropriate use of tools * Concern for the wellbeing of furbearing animals * Concern for the safety of humans and domestic animals, if need be * Proper handling of captured animals * Prudence   **Tasks**    * Choose a trapping technique (neck snare set on a trail, neck snare in an enclosure, neck snare with locking device, live-hold trap on land or in the water) and a type of live-hold trap (leg-restraining trap with jaws, neck snare, etc.), taking into account the species to be captured, the characteristics of the site and regulatory provisions. * Prepare the trap site on land or in the water, if it has not already been prepared. * Set the neck snare or the live-hold trap avoiding, as much as possible, any change to the natural environment as well as various odours. * Set bait (beaver meat, deer meat, etc.), a scent lure or spray urine. * Check the setup and ensure that the neck snare or trap is well camouflaged. * Carry out a regular inspection tour to check for captured animals. * Open the neck snare and remove the captured animal, taking the necessary precautions if it is frozen or shoot the trapped animal if it is alive. * Place the carcass in a gunny bag * Reset the neck snare or trap. * Upon his/her return, record the information in the trapper’s logbook (number of animals, age, sex, types of traps, etc.). | | |

| **833907 - Trap Canadian lynx or bobcats** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=413&comp=833907&codProg=8339) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with laws and regulations on trapping * Observance of manufacturer’s specifications * Observance of trapper code of ethics * Proper application of work techniques * Appropriate use of tools * Concern for the wellbeing of furbearing animals * Concern for the safety of humans and domestic animals, if need be * Proper handling of captured animals * Prudence   **Tasks**    * Choose a trapping technique (neck snare set on a trail, T-neck snare, hut with an X-type trap or a neck snare) and a type of trap, taking into account the species to be captured, the characteristics of the site and regulatory provisions. * Prepare the trap site, if it has not already been prepared. * Set the neck snare or trap across a trail or inside the hut. * Set bait (fresh meat, fish or game birds, etc.), a scent lure or a visual lure (partridge wing). * Check the setup and ensure that the neck snare or trap is well camouflaged. * Conceal the evidence of his/her passage as much as possible. * Carry out a regular inspection tour to check for captured animals. * Open the neck snare and remove the captured animal, taking the necessary precautions if it is frozen or shoot the trapped animal if it is alive. * Place the carcass in a gunny bag. * Reset the neck snare or trap. * Upon his/her return, record the information in the trapper’s logbook (number of animals, age, sex, types of traps, etc.). | | |

| **833908 - Trap black bears** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=413&comp=833908&codProg=8339) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with laws and regulations on trapping * Observance of manufacturer’s specifications * Observance of trapper code of ethics * Proper application of work techniques * Appropriate use of tools * Concern for the wellbeing of furbearing animals * Concern for the safety of humans and domestic animals, if need be * Proper handling of captured animals * Prudence   **Tasks**    * Choose a trapping technique (hut with foot-hold trap, culvert trap with foot-hold trap, neck snare), taking into account the season, the characteristics of the site and regulatory provisions. * Prepare the trap site (set up the hut, set up the culvert trap, etc.). * Set the foot-hold trap inside the hut or in the culvert trap, while keeping the locking device on the trap, or set the leg-hold trap across a trail. * Set bait (bread, sugar, rotting meat in the springtime or fruits, honey and molasses in the fall) or a scent lure. * Check the setup and ensure that everything is well camouflaged. * Conceal the evidence of his/her passage as much as possible. * Carry out a regular inspection tour to check for captured animals. * Approach the trapped bear cautiously, observe it and then shoot it. * Transport the carcass. * Reset the trap, if applicable. * Upon his/her return, record the information in the trapper’s logbook (number of animals, age, sex, types of traps, etc.). | | |

| **833909 - Prepare the furs** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=413&comp=833909&codProg=8339) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with fur marketing standards * Proper application of work techniques * Appropriate use of tools * Integrity of the pelts   **Tasks**    * Take the required measures to avoid any risk of infection (deer-fly fever, beaver fever, etc.). * Sharpen the knives. * Brush the dried fur. * Skin the animal in accordance with the proper technique for each species. * Remove the incisors and the oil producing glands, in the case of a beaver. * Place the pelt on a fleshing beam and remove fat, oil and grease. * Stretch the pelt over a mould of the correct size. * Clean the pelt with water and soap, if needed, to remove any remaining blood, fat, oil and grease. * Dry the pelt in a cool, dry and dark place. * Store the pelt. | | |

| **717 - Take action in an emergency situation in a remote area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=413&comp=717&codProg=8339) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * staying within the limits of the occupation * Observance of the procedure to follow in emergency situations * Correct application of the communication protocol * Proper use of the material in the first-aid kit * Self-control * Promptness   **Tasks**    * Recognize that the situation is an emergency. * Notify the person in charge or make an emergency call using a cell phone (310 4141 or 911), a short-wave radio system or a satellite device: identify yourself, give the exact site coordinates, explain the situation, find out what measures to take, etc. * Apply the prescribed measures. * Reassure the person and stay with them until help arrives. * Intervene while being mindful of your own safety. * Write an event report. | | |

| **553 - Survival in a remote area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=413&comp=553&codProg=8339) | **2** |
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| **Performance criteria**    * Observance of occupational health and safety rules * Observance of the proper procedure * Proper use of the material in the first-aid kit * Correct application of the survival techniques, taking into account the place and the season * Appropriate reaction in the event of a confrontation with a wild animal * Self-control * Patience   **Tasks**    * Acknowledge that you are lost. * Make a fire: select the site, collect dry wood and branches, moss, bark, etc., arrange the wood, light it and keep feeding the fire. * Signal your position: whistle, flashlight, fire, flare, satellite emergency system, etc. * Take shelter: find a place to wait for rescue (branches, uprooted tree, rock crevice, etc.) or build an emergency shelter. * Find drinking water, eat the dried foods in the survival kit or find food nearby (gather wild fruit and mushrooms known to be edible; capture animals such as porcupines, etc.). | | |

# **Sector : 09 - Electrotechnology**

## No Trades available in Nunavik

# **Sector : 10 - Motorized Equipment Maintenance [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)**

## 8842 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286) Service Station Attendant

M842 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)

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| **Field of application [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** | Service station attendants work in service stations that sell gas and diesel for automobiles, heavy vehicles and recreational vehicles such as motorcycles, snowmobiles and all-terrain vehicles. |
| **Other job titles** | Gas station attendant |

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| Relative Task in Nunavik |
| Garage Assistant, Garage Attendant, Junior Mechanic In addition to the tasks below, the student may also learn...   * General mechanical practices * Troubleshooting and assessment of machinery * Use mechanical lift |

| **834201 - Serve customers in a service station [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286&comp=834201&codProg=8342) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Staying within the limits of the occupation * Courteous, efficient service * Relevant, accurate and clear information provided * Concern for client satisfaction.   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Greet customers. * Take note of customers’ requests. * Provide information on how the equipment works, directions, tourist sites, location of public buildings, etc. * Recommend products (oil, windshield washer fluid, etc.). * Detect various problems (shoplifting, incapacitated driver, etc.), and notify the person in charge. | | |

| **834202 - Provide service at the gas pump [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286&comp=834202&codProg=8342) | **1 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Observance of occupational health and safety rules * Compliance with work instructions * Vigilance   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Make sure health and safety rules are observed (engines turned off, no lit cigarettes, etc.). * Choose the appropriate fuel and fill the gas tank. * Wash the windshield, windows, headlights and backlights. * Detect various problems (breakages, malfunctioning equipment, etc.), and notify the person in charge. | | |

| **834203 - Do minor maintenance on vehicles [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286&comp=834203&codProg=8342) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Staying within the limits of the occupation * Proper use of tools and instruments such as a pressure gauge * Concern for customer safety   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Check and top off the oil if necessary (choose the product, add the required quantity to the oil tank and replace the cap). * Check and top off the other fluids if necessary (choose the product, add the required quantity to the appropriate tank and replace the cap). * Check the tire pressure, add air if necessary, and check the tires for wear. * Check the belt tension. [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_opt.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286) * Replace accessories (windshield wipers, bulbs, etc.). | | |

| **10 - Receive payment from customers [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286&comp=10&codProg=8342) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Compliance with work instructions * Courteous service * Honesty * Accurate calculations and data entered * Proper use of computerized equipment   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Receive money and give change. * Use a cash register, computerized sales equipment or a point-of-sale terminal to receive payment by credit or debit card. * Charge amounts to customers’ accounts. [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_opt.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286) * Give receipts, sales slips, transaction records, etc. | | |

| **834204 - Provide emergency services [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286) [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_opt.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286&comp=834204&codProg=8342) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Observance of occupational health and safety rules * Compliance with work instructions * Proper use of tools and equipment * Concern for client satisfaction.   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Jump start a battery (open the hood, connect the jumper cables to the battery and disconnect them). * Replace a tire (lift the vehicle to the required level using a manual or hydraulic jack, choose the tools, remove the tire, put the new tire on, tighten the lug nuts and lower the vehicle). * Repair a flat tire (locate the puncture, sand the puncture site, apply an adhesive, and press the patch on firmly). * Replace headlight bulbs. | | |

| **834205 - Assist the tow truck driver [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286) [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_opt.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286&comp=834205&codProg=8342) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Observance of occupational health and safety rules * Compliance with work instructions * Proper use of tools and equipment * Concern for client satisfaction. * Appropriate behaviour toward customers (aggressive individuals, etc.)   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Answer drivers’ questions regarding location (read a map; use a Global Positioning System (GPS), a CB radio or cell phone). * Remove any objects that could interfere with the movement of the tow truck. [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_opt.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286) * Direct traffic. [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_opt.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286) * Attach chains, steel cables and other accessories. * Handle hydraulic and mechanical levers. | | |

| **712 - Handle food and other products [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286&comp=712&codProg=8342) | **1 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with work instructions * Proper application of work techniques * Proper use of materials-handling equipment * Concern for the safety of people and goods * Careful handling of products   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Choose the materials-handling equipment in accordance with the form and weight of the products. * Check the condition of the materials-handling equipment. * Lift boxes, bags, materials or any other cumbersome items and place them on the equipment. * Move products. * Place the products in the designated locations. * Detect any problems and notify the person in charge. | | |

| **834206 - Clean and tidy up the work areas of a service station [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286&comp=834206&codProg=8342) | **1 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Proper use of equipment and cleaning products * Order and cleanliness   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=286)   * Put away materials and equipment. * Put away products (containers of oil and other fluids, filters, etc.). * Clean counters and workbenches. * Pick up debris. * Sweep and wash floors. * Maintain public washrooms and make sure hygiene products are available. * Sweep or remove snow around pumps and the parking area. * Empty garbage cans. * Dispose of used oil and hazardous materials. | | |

## 8843 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383) Tire Installer [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_alert.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)

M843 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)

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| **Field of application [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** | Tire installers work in specialized tire installation and repair shops, car dealerships, tire store chains or fleet maintenance centres. Tire installers install tires on various types of vehicles: cars, trucks, buses and recreational vehicles. |
| **Other job titles** | Tire installation worker, tire fitter |
| **Information specific to the trade** | The Highway Safety Code stipulates that “no person may drive a road vehicle unless he holds a driver’s license of the class appropriate to the driving of that vehicle,” which, in this case, is a class 5 license. |

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| Relative Task in Nunavik |
| Garage Assistant, Garage Attendant, Junior Mechanic In addition to the tasks below, the student may also learn...   * General mechanical practices * Troubleshooting and assessment of machinery * Use mechanical lift |

| **834301 - Search for information on tires [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383&comp=834301&codProg=8343) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Accurate interpretation of terminology * Recognition of the importance of having relevant information pertaining to safe tire installation * Recognition of the importance of having relevant information pertaining to safe tire installation   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Read information on tires (size, load index, speed rating and type of construction). * Consult charts to determine the recommended tire pressure for different vehicles. * Consult charts to determine the correct wheel nut torque. * Consult manufacturers' guides. * Obtain information on the tire pressure monitoring system. * Consult the supervisor. | | |

| **834302 - Prepare to install the tires [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383&comp=834302&codProg=8343) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Safe driving of vehicle   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Enter the vehicle into the garage and place it on the lift or assist the customer in entering the vehicle into the garage. * Retrieve tires for the customer’s vehicle, or ensure that the technical specifications of the chosen tires are appropriate for the vehicle and comply with the customer’s request. * Inspect the customer’s tires for signs of wear, tears, leaks, etc., and notify the supervisor as needed. * Verify if the vehicle is equipped with standard or styled wheels. * Verify whether the vehicle is equipped with a tire pressure monitoring system. * Activate the lift system. | | |

| **834303 - Remove the wheels [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383&comp=834303&codProg=8343) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Observance of occupational health and safety rules * Compliance with work instructions * Observance of the procedure for the tire pressure monitoring system, if applicable * staying within the limits of the occupation * Proper application of work techniques * Proper use of tools and equipment   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Remove the hubcaps. * Mark the tires to identify them when changed. * Loosen the tire nuts. * Take a small amount of air out of the tires. * Take out the nuts. * Remove the wheels from the axles. | | |

| **834304 - Replace the tires [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383&comp=834304&codProg=8343) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Meticulous work   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Place the tires on the apparatus for removing tire rims. * Take the air out of the tires. * Activate the tire removal equipment. * Remove the weights. * Clean the rims to remove rust and any other debris. * Grease the rims. * Replace any valves showing signs of weakness or wear and tear. [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_opt.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383) * Put the tire back on the rim. * Inflate tires with air or nitrogen. * Ensure that there are no air leaks. | | |

| **834305 - Balance the wheels [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383&comp=834305&codProg=8343) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Observance of occupational health and safety rules * Compliance with work instructions * Observance of the procedure for the tire pressure monitoring system, if applicable * staying within the limits of the occupation * Proper application of work techniques * Proper use of tools and equipment * Meticulous work   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Place tires on the balancer and insert the centering cone or centering adapter. * Calibrate the equipment according to wheel size. * Activate the equipment. * Read information on wheel weight size and placement. * Install new wheel weights (standard or stick-on). | | |

| **834306 - Put the wheels back on the vehicle [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383&comp=834306&codProg=8343) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Observance of occupational health and safety rules * Compliance with work instructions * Observance of the procedure for the tire pressure monitoring system, if applicable * staying within the limits of the occupation * Compliance with bolt tightening order * Proper application of work techniques * Proper use of tools and equipment * Compliance with permutation specifications * Meticulous work * Concern for customer safety and satisfaction   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Make sure that the contact surface of the wheel and hub are free of calcium deposits. * Install the wheels on the axles, paying attention to the tire change marks. * Position the nuts. * Apply oil. * Tighten the nuts with the correct torque. * Put back the hubcaps. * Reset the tire pressure monitoring system or have the supervisor do it. * Verify the quality of the work. * Verify the wear and tear on the uninstalled tires and assess whether they are in good condition for the next winter or summer season. * Have the supervisor verify the work. * Put the uninstalled tires in plastic bags and place them in the trunk of the vehicle or send them off to be stored. * Fill out the work sheet: customer’s contact information, tire size and make, tread depth, information on general condition of tires, etc. | | |

| **834307 - Repair tires [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383&comp=834307&codProg=8343) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Meticulous work * Concern for customer safety and satisfaction   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Repair tire perforations. * Sand the perforated area. * Apply an adhesive mix. * Airtightly seal the tire using a rubber patch. * Verify the airtightness of the tire. | | |

| **712 - Handle food and other products [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383&comp=712&codProg=8343) | **1 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with work instructions * Proper application of work techniques * Proper use of materials-handling equipment * Concern for the safety of people and goods * Careful handling of products   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Choose the materials-handling equipment in accordance with the form and weight of the products. * Check the condition of the materials-handling equipment. * Lift boxes, bags, materials or any other cumbersome items and place them on the equipment. * Move products. * Place the products in the designated locations. * Detect any problems and notify the person in charge. | | |

| **710 - Receive or help receive merchandise, raw materials, semi-finished products, etc. [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383&comp=710&codProg=8343) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with quality standards * Compliance with work instructions * Compliance with company policies * Proper application of work techniques * Accurate data * Careful handling of merchandise   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Receive instructions from the person in charge about the delivery schedule and types of merchandise (food products, dry goods, animals, materials, hazardous materials, etc.). * Welcome the driver of the delivery vehicle. * Read over the delivery documents: check the delivery location, date and time. * Sign the shipping receipt. * Notify quality control so they can come and check the raw materials. * Cross-check the delivered merchandise against the ordered merchandise (type of merchandise, quantity, etc.). * Check the condition of the merchandise: do a visual inspection of the packaging or boxes, open a container, count the items, etc. * Apply the prescribed procedure if merchandise is damaged or does not comply. * Use an optical scanner to record the entry of the merchandise. * Fill out the administrative forms and send them to the department concerned or to the designated person. * Detect any problems and notify the person in charge. | | |

| **134 - Keep a motorized equipment business clean and orderly [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383&comp=134&codProg=8343) | **1 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Proper use of equipment and cleaning products * Compliance with the stocking or storage plan * Order and cleanliness   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383)   * Clean and put away tools and equipment. * Put away materials. * Dispose of recyclable materials. * Pick up debris. * Sweep floors. * Sweep or remove snow from entrances, vehicles, etc. [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_opt.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=383) * Empty garbage cans. | | |

# **Sector : 11 - Mechanical Manufacturing [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)**

## 8669  Metal Fabrication Labourer

**M669**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=316)

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| **Field of application** | Metal fabrication labourers are employed in steel factories, heavy machinery manufacturing plants, boiler and plate work fabrication plants, sheet metal fabrication plants, shipyards, machine shops and other metal fabrication companies. |
| **Other job titles** | Metalworking machine helper, sheet metal helper, welder helper, assistant operator, |

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| Relative Task in Nunavik |
| Inuit Tool Maker, Hunter support supplier, In addition to the tasks below, the student may also learn...   * To craft an Ulu (Knife) from reclaimed metals * To craft a Panak (Snow Knife) from reclaimed metals * To craft a Harpoon head from reclaimed metals * Welding * Pass on traditional knowledge |

| **816901 - Prepare the materials and equipment for production** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=316&comp=816901&codProg=8169) | **1** |
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| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Meticulous work   **Tasks**    * Read the work order. * Identify and select the raw materials or inventory needed for production. * Bring the materials required for production to the workplace. * Check the condition of the required tools and make note of any anomalies, if necessary. * Install the parts in the jigs. * Help the skilled labourer lift and install the parts and accessories onto the machines. | | |

| **816902 - Perform machine shop tasks** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=316&comp=816902&codProg=8169) | **2** |
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| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Proper application of work techniques * Proper use of tools and equipment * Meticulous work   **Tasks**    * Read the work order. * Trim, file, brush or scrape the parts using portable or hand tools. * Perform various operations on the metals: drilling, tapping, flame cutting or saw cutting. * Wash the parts manufactured with solvents to remove dirt and oil before welding. * Inspect the quality of work. * Identify or label the parts. | | |

| **816903 - Operate preset machines** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=316&comp=816903&codProg=8169) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Proper application of work techniques * Proper use of tools and equipment   **Tasks**    * Read the work order. * Ensure that the preset machine tools (i.e. shears, mechanical or hydraulic presses, double seamers, spot welders or others) are in good working order. * Notify the person in charge of any operating problems. * Inspect the quality of work. * Fill out the parts control checklist. * Identify or label the parts. * Send the parts to the designated area. | | |

| **105 - Keep the workspace clean and orderly, in an industrial setting** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=316&comp=105&codProg=8169) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Observance of maintenance schedule * Compliance with the storage or warehousing plan * Proper application of work techniques * Concern for using materials sparingly * Order and cleanliness   **Tasks**    * Put away the parts or products in their designated areas. * Clean the tools and equipment. * Sort and put away all materials used. * Clean and sweep the work areas. * Salvage scrap materials for recycling and dispose of waste. * Report signs of breakage to the maintenance service or person in charge. | | |

## 8672 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319) Metal Grinding Worker

M672 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)

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| **Field of application [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)** | Metal grinding workers are employed in metal fabrication, machine or industrial equipment plants. Metal grinding follows assembly and welding in the preparation of parts for a coat of paint or another surface treatment. |
| **Other job titles** | No other job titles |

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| Relative Task in Nunavik |
| Inuit Tool Maker, Hunter support supplier, In addition to the tasks below, the student may also learn...   * To craft an Ulu (Knife) from reclaimed metals * To craft a Panak (Snow Knife) from reclaimed metals * To craft a Harpoon head from reclaimed metals * Welding * Pass on traditional knowledge |

| **162 - Prepare for the work [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319&comp=162&codProg=8172) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)   * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)   * Read the work order. * Select the materials and the manual, electric or air grinding tools. * Ensure that personal protective equipment is in good condition and worn properly (mask, safety goggles, ear plugs). | | |

| **817201 - Grind the parts [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319&comp=817201&codProg=8172) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)   * Observance of occupational health and safety rules * Compliance with work instructions * Observance of manufacturer’s specifications * Proper use of tools * Integrity of parts   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)   * Install the part in a jig. [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_opt.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319) * Operate the grindstone to remove the excess metal resulting from welding. * Clean the part. * Sand the part. * Wipe down the surface. | | |

| **241 - Control the quality of the finish [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319&comp=241&codProg=8172) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)   * Observance of occupational health and safety rules * Observance of manufacturer’s specifications * Proper use of control instruments   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)   * Verify that the finish conforms to the specifications. * Make any necessary corrections. * Send the parts to their designated locations. | | |

| **105 - Keep the workspace clean and orderly, in an industrial setting [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319&comp=105&codProg=8172) | **1 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)   * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Observance of maintenance schedule * Compliance with the storage or warehousing plan * Proper application of work techniques * Concern for using materials sparingly * Order and cleanliness   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=319)   * Put away the parts or products in their designated areas. * Clean the tools and equipment. * Sort and put away all materials used. * Clean and sweep the work areas. * Salvage scrap materials for recycling and dispose of waste. * Report signs of breakage to the maintenance service or person in charge. | | |

## 8673  Metal Polishing Worker

**M673**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=320)

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| **Field of application** | Metal polishing workers are employed in metal fabrication, machine or industrial equipment plants. Metal polishing follows the grinding of certain components of parts not receiving a surface treatment. |
| **Other job titles** | No other job titles |

| **162 - Prepare for the work** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=320&comp=162&codProg=8173) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques   **Tasks**    * Read the work order. * Select the materials and the manual, electric or air grinding tools. * Ensure that personal protective equipment is in good condition and worn properly (mask, safety goggles, ear plugs). | | |

| **817301 - Polish the parts** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=320&comp=817301&codProg=8173) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of manufacturer’s specifications * Proper use of tools * Integrity of parts   **Tasks**    * Install the part in a jig. * Polish the parts with the required stationary equipment, tools, accessories, instruments or abrasives. * Clean the part. * Wipe off the surface. | | |

| **241 - Control the quality of the finish** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=320&comp=241&codProg=8173) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of manufacturer’s specifications * Proper use of control instruments   **Tasks**    * Verify that the finish conforms to the specifications. * Make any necessary corrections. * Send the parts to their designated locations. | | |

| **105 - Keep the workspace clean and orderly, in an industrial setting** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=320&comp=105&codProg=8173) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Observance of maintenance schedule * Compliance with the storage or warehousing plan * Proper application of work techniques * Concern for using materials sparingly * Order and cleanliness   **Tasks**    * Put away the parts or products in their designated areas. * Clean the tools and equipment. * Sort and put away all materials used. * Clean and sweep the work areas. * Salvage scrap materials for recycling and dispose of waste. * Report signs of breakage to the maintenance service or person in charge. | | |

## 8794 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452) Stock Handler

M794 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)

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| **Field of application [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** | Stock handlers work in warehouses in food processing plants or manufacturing plants that produce a range of products such as electrical appliances or electronics, mechanical parts, furniture, and rubber products. They may also work in distribution centres for these type of products. |
| **Other job titles** | Warehouse clerk; receiving clerk; shipping clerk. |
| **Information specific to the trade** | Sections 256.2 and 256.3 of the Regulation respecting occupational health and safety (CQLR, c. S-2.1, r. 13) stipulate that **an operator of a fork lift truck must be at least 16 years old and must have undergone appropriate training.** |

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| Relative Task in Nunavik |
| Air Inuit Cargo Handler, First Air Cargo Handler, Ramp Agent In addition to the tasks below, the student may also learn...   * Airfield safety and protocols |

| **522 - Operate a lift truck [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452) [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_opt.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452&comp=522&codProg=8294) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Observance of occupational health and safety rules * Observance of the maximum load capacity of lift truck and grasping attachments * Observance of traffic rules * Compliance with lift truck shutdown and start procedures * Proper application of work techniques * Accurate interpretation of signaling instructions * Concern for pedestrian safety * Careful handling of merchandise, materials, products, etc. * Safe driving of lift truck   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Check that the lift truck and its accessories are working properly. * Install or remove grasping equipment. * Use the various driver safety devices: seat belt, screen doors, etc. * Start the lift truck. * Maneuver with the (loaded or empty) lift truck: move forward or backward, make forward or backward turns, check blind spots, etc. * Shut down the lift truck: put the engine in neutral, engage the parking brake, lower the loading device, etc. | | |

| **721 - Help load or unload a vehicle [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452&comp=721&codProg=8294) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Compliance with quality standards * Compliance with the loading plan * Proper use of materials-handling equipment * Safe driving of lift truck * Efficient work * Demonstration of ability to work in a team * Careful handling of merchandise   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Receive instructions from the person in charge about the transport companies, delivery schedules, receiving or shipping docks, etc.). * Choose the materials-handling equipment in accordance with the form and weight of the merchandise. * Check the condition of the materials-handling equipment (dolly, hand truck, pallet truck, lift truck, etc.). * Take safety measures when loading or unloading: check access ramps, space, lighting, etc. * Check the cleanliness of the truck before starting to load and notify the person in charge of any problems. * Use materials-handling equipment (dolly, pallet truck, hand truck or lift truck) to place the raw materials, semi-finished or finished products in the vehicle. * Use materials-handling equipment (dolly, pallet truck, hand truck or lift truck) to unload the raw materials, semi-finished products or finished products from the vehicle. | | |

| **710 - Receive or help receive merchandise, raw materials, semi-finished products, etc. [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452&comp=710&codProg=8294) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with quality standards * Compliance with work instructions * Compliance with company policies * Proper application of work techniques * Accurate data * Careful handling of merchandise   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Receive instructions from the person in charge about the delivery schedule and types of merchandise (food products, dry goods, animals, materials, hazardous materials, etc.). * Welcome the driver of the delivery vehicle. * Read over the delivery documents: check the delivery location, date and time. * Sign the shipping receipt. * Notify quality control so they can come and check the raw materials. * Cross-check the delivered merchandise against the ordered merchandise (type of merchandise, quantity, etc.). * Check the condition of the merchandise: do a visual inspection of the packaging or boxes, open a container, count the items, etc. * Apply the prescribed procedure if merchandise is damaged or does not comply. * Use an optical scanner to record the entry of the merchandise. * Fill out the administrative forms and send them to the department concerned or to the designated person. * Detect any problems and notify the person in charge. | | |

| **829401 - Visually inspect merchandise, raw materials, semi-finished products, etc. [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452) [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_opt.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452&comp=829401&codProg=8294) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with quality standards * Compliance with work instructions * Compliance with company policies * Proper application of work techniques * Accurate data * Appropriate judgment * Demonstration of a keen sense of observation   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Open a box, unpack a crate, unwrap a package, etc. * Randomly examine various products. * Fill out administrative forms. * Detect any problems and notify the person in charge. * Inspection in distribution centres [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_opt.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452) | | |

| **829402 - Store merchandise, raw materials, semi-finished products, etc. [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452&comp=829402&codProg=8294) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with work instructions * Observance of traffic rules in the warehouse * Proper application of work techniques * Proper use of materials-handling equipment * Proper use of computerized equipment * Compliance with the storage or warehousing plan   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Find out about the storage plan. * Find out about instructions for stock rotation. * Take boxes, bags, etc. and place them on a dolly, handcart or manual pallet truck, or lift the crates with a lift truck. * Move the merchandise into the warehouse. * Check the cleanliness of the storage areas (no physical, chemical or biological contaminants) and the temperature in the cold rooms or freezers. * Place the merchandise in the designated storage areas. * Record data for inventory purposes. * Detect any problems and notify the person in charge. | | |

| **829403 - Ship merchandise, raw materials, semi-finished products, etc., or help ship them [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452&comp=829403&codProg=8294) | **2 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with quality standards * Compliance with work instructions * Compliance with company policies * Proper application of work techniques * Proper use of equipment * Accurate data * Careful handling of merchandise   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Prepare the merchandise. * Verify the merchandise to be shipped: quality of packaging, labels, information indicated on the labels, etc.). * Verify the shipping documents: place, date, time, etc. * Fill out administrative forms and forward them to the department or person concerned. * Record outgoing merchandise. * Detect any problems and notify the person in charge. | | |

| **112 - Help clean and tidy up the warehouse [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452&comp=112&codProg=8294) | **1 [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)** |
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| **Performance criteria** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of cleaning materials, equipment and products * Order and cleanliness   **Tasks** [http://www1.mels.gouv.qc.ca/sections/metiers/images/ico_info.gif](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=452)   * Maintain the handling equipment. * Put away the handling equipment. * Put away the pallets. * Put away the packaging materials, cardboard boxes and other containers. * Salvage recyclable materials and dispose of waste. * Sweep the floor. * Detect any problems and notify the person in charge. | | |

# **Sector : 12 - Forestry and Pulp and Paper**

## 8846  Forester

**M846**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=412)

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| **Field of application** | Foresters are employed by forestry work contractors, forest management organizations, forest cooperatives, wood industry groups or band councils. Reforestation work can be carried out on public or private forest wildlands or agricultural wildlands, in prepared or unprepared ground. Foresters transplant bareroot or potted conifer seedlings (white spruce, jack pine, red pine, etc.). They may also transplant deciduous seedlings (maple, yellow birch, hybrid poplar, etc.). |
| **Other job titles** | Silviculture worker – forester; manual tree planter |

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| Relative Task in Nunavik |
| In addition to the tasks below, the student may also learn to   * Collect seeds, cones from trees * Germinate seeds & cones * Transplant in spring or fall   For Communities with trees:  Kuujjuaq, Kuujjuaraapik, Umiujaq, Kangiqsualujjuaq, |

| **834601 - Participate in the reforestation work information session** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=412&comp=834601&codProg=8346) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Attentive listening to explanations * Asking of relevant questions * Foresight   **Tasks**    * Listen to the explanations about the setup, use and maintenance of reforestation equipment (harness, hand planter, shovel, etc.) and personal protection equipment (safety hat, safety glasses, safety gloves and safety boots with safety toecaps and nonslip soles). * Listen to the explanations about the work to be done (silvicultural prescriptions, reforestation techniques, topographic analysis of the land, reforestation sites, forest tree species, etc.). * Listen to the explanations about the specific characteristics of the territory and potential sources of danger (heat stroke, insect bites, wild animals, etc.). * Ensure that he/she fully understands the tasks to be done as well as the instructions to follow in case of an emergency (provide care or first aid in case of heat stroke or serious allergic reactions, use the emergency communication system, know the procedure for evacuating and transporting those who are injured in the forest, etc.). * At the end of the meeting, do a final check (harness, tools, food and water container, proper clothing, personal protection equipment, etc.) before leaving. | | |

| **834602 - Handle the seedlings** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=412&comp=834602&codProg=8346) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Correct identification of the main species of trees * Careful handling of merchandise   **Tasks**    * Unload the seedlings from the delivery vehicle (bareroot or potted coniferous or deciduous saplings). * Put the seedlings in the designated area to avoid stressing them too much (change of temperature, lack of water, etc.). * At the request of the person in charge, water the seedlings. * Load the seedlings onto the ATV, if needed. * Transport the seedlings to the reforestation site. * Put the seedlings somewhere where it will be easy to supply the foresters. | | |

| **834603 - Plant the potted coniferous or deciduous trees in the ground** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=412&comp=834603&codProg=8346) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with the silvicultural prescription * Observance of environmental laws and regulations * Proper application of work techniques * Appropriate use of tools * Demonstration of perseverance * Demonstration of the ability to adapt to different environments * Satisfactory performance * Concern for not damaging the plants   **Tasks**    * Put on the harness with holders and put the pots of coniferous seedlings into the holders. * Arrive at the reforestation site: look around and find a reference point or determine his/her position with a direction-finder, observe the position of the sun and, if necessary, check the position of other foresters, etc. * Select the tree’s microsite, taking into consideration the natural obstacles and soil type. * Push the manual planter into the earth and pull it back out. * Place the seedling in the hole, ensuring that the plant is straight. * Compact the soil around the seedling. * Check the quality of his/her work. * Select another microsite, taking into consideration the prescribed spacing between the seedlings. * Continue the reforestation work planned for the day. | | |

| **834604 - Plant the bareroot coniferous or deciduous trees in the ground** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=412&comp=834604&codProg=8346) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with the silvicultural prescription * Observance of environmental laws and regulations * Proper application of work techniques * Appropriate use of tools * Demonstration of perseverance * Demonstration of the ability to adapt to different environments * Satisfactory performance * Concern for not damaging the plants   **Tasks**    * Put on the harness for pouches and attach the pouches containing the bareroot coniferous seedlings. * Arrive at the reforestation site: look around and find a reference point or determine his/her position with a direction-finder, observe the position of the sun and, if necessary, check the position of other foresters, etc. * Select the tree’s microsite, taking into consideration the natural obstacles and soil type. * Use a shovel to dig a hole. * Put the seedling in the hole, spread out its roots and ensure that it is straight. * Refill the hole with the dug-out soil. * Compact the soil around the seedling, taking care not to damage the roots. * Place mulch around the seedling. * Install various protective guards around the seedling. * Check the quality of the work. * Select another microsite, taking into consideration the prescribed spacing between the seedlings. * Continue the reforestation work planned for the day. | | |

| **834605 - Complete the work day** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=412&comp=834605&codProg=8346) | **2** |
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| **Performance criteria**    * Compliance with work instructions * Accurate calculations * Cleanliness of site   **Tasks**    * Count the number of seedlings planted. * Record the data in a notebook. * Pick up the empty containers or bags. * Load the empty containers or bags onto the ATV. * Pick up the shovel or hand planter and make sure nothing is left behind on the reforestation site. | | |

| **717 - Take action in an emergency situation in a remote area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=412&comp=717&codProg=8346) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * staying within the limits of the occupation * Observance of the procedure to follow in emergency situations * Correct application of the communication protocol * Proper use of the material in the first-aid kit * Self-control * Promptness   **Tasks**    * Recognize that the situation is an emergency. * Notify the person in charge or make an emergency call using a cell phone (310 4141 or 911), a short-wave radio system or a satellite device: identify yourself, give the exact site coordinates, explain the situation, find out what measures to take, etc. * Apply the prescribed measures. * Reassure the person and stay with them until help arrives. * Intervene while being mindful of your own safety. * Write an event report. | | |

| **553 - Survival in a remote area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=412&comp=553&codProg=8346) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of the proper procedure * Proper use of the material in the first-aid kit * Correct application of the survival techniques, taking into account the place and the season * Appropriate reaction in the event of a confrontation with a wild animal * Self-control * Patience   **Tasks**    * Acknowledge that you are lost. * Make a fire: select the site, collect dry wood and branches, moss, bark, etc., arrange the wood, light it and keep feeding the fire. * Signal your position: whistle, flashlight, fire, flare, satellite emergency system, etc. * Take shelter: find a place to wait for rescue (branches, uprooted tree, rock crevice, etc.) or build an emergency shelter. * Find drinking water, eat the dried foods in the survival kit or find food nearby (gather wild fruit and mushrooms known to be edible; capture animals such as porcupines, etc.). | | |

# **Sector : 13 - Communications and Documentation**

## 8730  Silk-Screen Printing Press Assistant

**M730**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=379)

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| **Field of application** | Silk-screen printing press assistants work in silk-screen printing companies that produce banners, flags, signs, posters, clothing, etc. In small companies, silk-screen printing press assistants can undertake all the tasks performed by silk-screen printers; however, in large companies, the press operator is responsible for ensuring the operation of the press and the colourist is responsible for preparing the inks. Manual silk-screen printing tables, or semi- or fully automatic silk-screen printing presses may be used. Printing substrates include different kinds of paper, cardboards, plastics (styrene, Corroplast, acrylic, etc.), composite materials, glass, wood, fabrics and ceramics. |
| **Other job titles** | Screen printing press room assistant, silk-screen press assistant |

| **823001 - Prepare the printing substrates (cardboards, plastics, composite materials, etc.)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=379&comp=823001&codProg=8230) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Concern for company profitability   **Tasks**    * Receive instructions from the person in charge regarding the type and format of printing substrates. * Bring the material. * Measure the dimensions of the printing substrates. * Verify the guillotine (condition of the blade, functionality, etc.). * Trim sheets of paper, cardboards, plastic or composite materials. * Verify the quality of the printing substrates (proper squaring, conformance with instructions, etc.). * Pile the prepared printing substrates. * Package the prepared printing substrates and store them on shelves or racks, or bring them near the manual silk-screen printing table or silk-screen printing press. * Detect any problems and inform the person in charge. | | |

| **823002 - Prepare the screens** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=379&comp=823002&codProg=8230) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Correct interpretation of the steps involved in silk-screen printing * Proper application of work techniques * Meticulous handling of screens * Concern for company profitability   **Tasks**    * Receive instructions from the person in charge. * Select screen mesh counts according to the particular requirements of the project (very fine, fine, slightly coarse, etc.). * Inside the darkroom, apply emulsion on the silk-screens and let it dry. * Position the positives onto the emulsified screens. * Set up the screens, one by one, to be exposed; determine the length of exposure and start up the equipment. * Remove the screens from the source of light. * Check the quality of the burned screen (opacity of image, etc.). * Wash the screens in a bin or container: hose off and dry the screens. * Apply a product to hide defects. * Bring the screens near the manual silk-screen table or press. * When the printing process is complete, clean the screens in order to remove the inks, emulsion and ghost images. * Bring the screens to the darkroom and place them in the storage area. * Detect any problems and inform the person in charge. | | |

| **823003 - Feed ink into the semi- or fully automatic silk-screen printing press** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=379&comp=823003&codProg=8230) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * staying within the limits of the occupation * Proper application of work techniques * Proper use of tools and equipment   **Tasks**    * Receive instructions from the person in charge regarding the types of inks and colours. * Interpret a colour chart (yellow, cyan, magenta and black). * Select inks (flexographic, water-based or ultraviolet curing inks). * Adjust and then mix products such as additives and solvents. * Ensure the consistency of colours with instructions. * Pour the ink in the designated locations. | | |

| **823004 - Prepare the manual silk-screen printing table, or the semi- or fully automatic silk-screen press** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=379&comp=823004&codProg=8230) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Correct interpretation of the steps involved in silk-screen printing * Proper application of work techniques * Proper use of tools and equipment * Meticulous handling of screens * Concern for company profitability   **Tasks**    * Receive instructions from the person in charge. * Set up or make adjustments. * Prepare a template and place it on the manual silk-screen table or on the semi- or fully automatic silk-screen press. * Place the printing substrate on the printer. * Place the screen on top and fix it into place. * Check the quality of the fixation. * Check the quality of the scraper. * Align and set up the scraper and counter-scraper. * Detect any problems and inform the person in charge. | | |

| **823005 - Carry out printing tasks on a manual silk-screen printing table** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=379&comp=823005&codProg=8230) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Proper application of work techniques * Proper use of tools and equipment * Meticulous handling of screens * Concern for company profitability * Concern for using materials sparingly * Demonstration of a keen sense of observation   **Tasks**    * Receive instructions from the person in charge. * Ink the screen. * Spread the first ink with the scraper in back-and-forth movements while placing appropriate pressure on the silk-screen. * Remove the printing substrate and place it on the frames to let it dry. * Check the quality of the work. * Repeat the process of setting up and printing as often as necessary to obtain the final product (second stencil and second colour, etc.). * Detect any problems and inform the person in charge. | | |

| **526 - Package the printed products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=379&comp=526&codProg=8230) | **1** |
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| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Correct handling of products   **Tasks**    * Count or weigh the products to ensure quantity control. * Place the printed products in boxes. * Stack the boxes on pallets. * Operate the packaging equipment. * Print the labels. * Affix the labels on the packages. * Fill out the administrative forms and send them to the appropriate department or person. | | |

| **823006 - Assist the press operator in maintaining a manual silk-screen printing table, or semi- or fully automatic silk-screen printing press** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=379&comp=823006&codProg=8230) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Observance of manufacturer’s specifications * staying within the limits of the occupation * Proper application of work techniques * Proper use of equipment and cleaning products * Cleanliness of the press   **Tasks**    * Recover the ink. * Clean the scraper and counter-scraper. * Lubricate the components. * Check the belts and gears. * Clean the silk-screen printing press. * Report any signs of breakage to the press operator or maintenance service. | | |

| **528 - Transport materials and printed products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=379&comp=528&codProg=8230) | **1** |
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| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of handling equipment   **Tasks**    * Receive instructions from the person in charge. * Verify the condition of the handling equipment. * Place materials and printed products on a dolly, handcart or manual pallet truck, or lift them using an electric pallet truck. * Move the materials within the company. * Place the materials or printed products in the designated areas. * Detect any problems and inform the person in charge. | | |

| **527 - Help maintain the work area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=379&comp=527&codProg=8230) | **1** |
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| **Performance criteria**    * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Observance of maintenance schedule * Proper application of work techniques * Compliance with storage plan * Concern for using materials sparingly   **Tasks**    * Clean the press accessories and put them away. * Clean the tools and put them away. * Put away the raw materials and cleaners. * Salvage scrap materials for recycling and dispose of waste (rags, garbage, etc.). * Clean and sweep the work area. | | |

## 8742 Mail Preparation Clerk

M742 

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| **Field of application** | Mail preparation clerks carry out various manual tasks. They work for public organizations, service or manufacturing companies, mail-processing companies or adapted enterprises that are specialized in mail preparation. |
| **Other job titles** | No other job title |

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| Relative Task in Nunavik |
| Secretary’s Assistant, Assistant Secretary, Hunter Support assistant In addition to the tasks below, the student may also learn to   * Distribute cheques to hunters * Receive and record game from the hunters * Value and Exchange hunting tools made in the community * Distribute food from the community freezer |

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| **824201 - Manually prepare documents for mailing** | **1** |
| **Performance criteria**   * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Observance of production deadlines * Proper application of work techniques * Meticulous work   **Tasks**   * Receive instructions from the person in charge. * Place advertisement inserts. * Fold documents. * Place stickers, flat or folded over, on documents. * Affix various objects (cards, keys, coins, etc.). * Stuff envelopes. * Carry out all other manual tasks, as requested by the person in charge. * Verify the quality of the work. * Place documents or envelopes into bins. * Detect any problems and inform the person in charge. | |

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| **824202 - Manually prepare packages for mailing** | **2** |
| **Performance criteria**   * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Observance of production deadlines * Proper application of work techniques * Meticulous work   **Tasks**   * Receive instructions from the person in charge. * Assemble or secure components. * Bag products: bag and weigh an estimated amount of products, and adjust the quantity according to the prescribed amount. * Assemble sample kits (cosmetic or hygiene products, food samples, etc.): select and group a prescribed amount of products and pack them in the kit. * Verify the quality of the work. * Count or weigh the products to ensure quality control. * Place assembled or bagged products or kits into bins or pack them in boxes. * Wrap the boxes with kraft paper or any other type of wrapping material and secure with tape or string. * Detect any problems and inform the person in charge. | |

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| **526 - Package the printed products** | **1** |
| **Performance criteria**   * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Correct handling of products   **Tasks**   * Count or weigh the products to ensure quantity control. * Place the printed products in boxes. * Stack the boxes on pallets. * Operate the packaging equipment. * Print the labels. * Affix the labels on the packages. * Fill out the administrative forms and send them to the appropriate department or person. | |

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| **105 - Keep the workspace clean and orderly, in an industrial setting** | **1** |
| **Performance criteria**   * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Observance of maintenance schedule * Compliance with the storage or warehousing plan * Proper application of work techniques * Concern for using materials sparingly * Order and cleanliness   **Tasks**   * Put away the parts or products in their designated areas. * Clean the tools and equipment. * Sort and put away all materials used. * Clean and sweep the work areas. * Salvage scrap materials for recycling and dispose of waste. * Report signs of breakage to the maintenance service or person in charge. | |

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| **528 - Transport materials and printed products** | **1** |
| **Performance criteria**   * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of handling equipment   **Tasks**   * Receive instructions from the person in charge. * Verify the condition of the handling equipment. * Place materials and printed products on a dolly, handcart or manual pallet truck, or lift them using an electric pallet truck. * Move the materials within the company. * Place the materials or printed products in the designated areas. * Detect any problems and inform the person in charge. | |

## 8783  Printer’s General Helper in Finishing/Binding

**M783**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=438)

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| **Field of application** | Printer’s General Helpers work in small- or medium-size printing facilities offering a variety of services. |
| **Other job titles** |  |

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| Relative Task in Nunavik |
| School Secretary’s Assistant, Assistant Secretary, Printer In addition to the tasks below, the student may also learn to   * Answer phone calls * Take messages * Take printing requests from teachers * Troubleshoot printer, clear paper jams |

| **828301 - Assemble printed materials** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=438&comp=828301&codProg=8283) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment * Meticulous work * Compliance with the production order * Proper assembling * Assembly of pages in the correct orientation and order * Concern for company profitability   **Tasks**    * Receive instructions from the person in charge. * Interpret the production order. * Make sure his/her hands are clean. * Ensure the quality of the printed materials before starting. * Arrange the pages or signatures on the assembly or insetting table, or prepare the assembler (adjust the plates depending on the size and thickness of the paper and set the speed). * Produce one copy. * Verify the quality of the copy or have it verified before starting production. * Assemble the pages and insert the signatures manually or feed the assembler. * Remove the assembled documents from the assembler’s delivery table. * Verify the quality of the work. * Place the assembled documents in a box or on a cart to send for finishing or packaging. * Identify problems and notify the person in charge. | | |

| **828302 - Fold printed materials** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=438&comp=828302&codProg=8283) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Meticulous work * Compliance with the production order * Correct alignment of fold * Folds parallel and square * Concern for company profitability   **Tasks**    * Receive instructions from the person in charge. * Interpret the production order. * Make sure his/her hands are clean. * Ensure the quality of the printed materials before starting. * Place the pages on the table for folding or prepare the score cut slitter and folder (verify the mechanical or pneumatic drive system, adjust the feed and delivery tables, make other necessary adjustments, etc.). * Place the printed materials on the feed table. * Produce one copy. * Verify the quality of the copy or have it verified before starting production. * Fold the pages manually or activate the score cut slitter and folder. * Remove the folded print materials from the delivery table. * Verify the quality of the work. * Place the folded documents in a box or on a cart to send for finishing or packaging. * Identify problems and notify the person in charge. | | |

| **828303 - Cut printed materials** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=438&comp=828303&codProg=8283) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Meticulous work * Compliance with the production order * Proper jogging * Concern for using materials sparingly * Concern for company profitability   **Tasks**    * Receive instructions from the person in charge. * Interpret the production order. * Make sure his/her hands are clean. * Ensure the quality of the printed materials before starting. * Prepare the guillotine (adjust the depth gauge, inspect the blade and the counter blade, adjust the cutting angle and pressure, etc.). * Produce one copy. * Verify the quality of the copy or have it verified before starting production. * Aerate the printed materials. * Position and push the printed materials onto the cutting plate. * Activate the cutter or guillotine. * Verify the quality of the work. * Place the cut documents in a box or on a cart to send for finishing or packaging. * Identify problems and notify the person in charge. | | |

| **828304 - Punch holes in printed materials** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=438&comp=828304&codProg=8283) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Meticulous work * Compliance with the production order * Correct placement of holes * Concern for company profitability   **Tasks**    * Receive instructions from the person in charge. * Interpret the production order. * Make sure his/her hands are clean. * Ensure the quality of the printed materials before starting. * Prepare the punch (select the bit or die, adjust the guide and stoppers, insert the bit, etc.). * Place the printed materials on the plate. * Produce one copy. * Verify the quality of the copy or have it verified before starting production. * Activate the punch. * Verify the quality of the punched documents. * Place the punched documents in a box or on a cart to send for finishing or packaging. * Identify problems and notify the person in charge. | | |

| **828305 - Bind printed materials** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=438&comp=828305&codProg=8283) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Meticulous work * Compliance with the production order * Concern for company profitability   **Tasks**    * Receive instructions from the person in charge. * Interpret the production order. * Make sure his/her hands are clean. * Ensure the quality of the printed materials before starting. * Select the materials based on the thickness of the document and the type of binding (stapling, gluing, spiral binding, plastic ring binding, ring binding, etc.). * Prepare the machine (check the staples, glue, spirals, etc.). * Produce one copy. * Verify the quality of the copy or have it verified before starting production. * Place the printed materials in the machine. * Activate the machine. * Verify the quality of the work. * Place the bound documents in a box or on a cart to send for finishing or packaging. * Identify problems and notify the person in charge. | | |

| **828306 - Laminate printed materials** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=438&comp=828306&codProg=8283) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Meticulous work * Compliance with the production order * Concern for company profitability   **Tasks**    * Receive instructions from the person in charge. * Interpret the production order. * Make sure his/her hands are clean. * Choose the film or medium. * Prepare the machine and adjust the parameters as needed. * Place the printed materials in the machine. * Produce one copy. * Verify the quality of the copy or have it verified before starting production. * Activate the machine. * Verify the quality of the work. * Place the laminated pages, covers, etc. in a box or on a cart to send for finishing or packaging. * Identify problems and notify the person in charge. | | |

| **526 - Package the printed products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=438&comp=526&codProg=8283) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Correct handling of products   **Tasks**    * Count or weigh the products to ensure quantity control. * Place the printed products in boxes. * Stack the boxes on pallets. * Operate the packaging equipment. * Print the labels. * Affix the labels on the packages. * Fill out the administrative forms and send them to the appropriate department or person. | | |

| **528 - Transport materials and printed products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=438&comp=528&codProg=8283) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of handling equipment   **Tasks**    * Receive instructions from the person in charge. * Verify the condition of the handling equipment. * Place materials and printed products on a dolly, handcart or manual pallet truck, or lift them using an electric pallet truck. * Move the materials within the company. * Place the materials or printed products in the designated areas. * Detect any problems and inform the person in charge. | | |

| **105 - Keep the workspace clean and orderly, in an industrial setting** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=438&comp=105&codProg=8283) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Observance of maintenance schedule * Compliance with the storage or warehousing plan * Proper application of work techniques * Concern for using materials sparingly * Order and cleanliness   **Tasks**    * Put away the parts or products in their designated areas. * Clean the tools and equipment. * Sort and put away all materials used. * Clean and sweep the work areas. * Salvage scrap materials for recycling and dispose of waste. * Report signs of breakage to the maintenance service or person in charge. | | |

## 8847  Digital Copy and Print Centre Clerk

**M847**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=380)

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| **Field of application** | Copy and print centre clerks work in private or public printing centres where black-and-white or colour photocopiers (either analog or digital) are used to reproduce documents, letters, business cards, etc. |
| **Other job titles** | Photocopy clerk, copy/print shop worker |

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| Relative Task in Nunavik |
| School Secretary’s Assistant, Assistant Secretary, Printer In addition to the tasks below, the student may also learn to   * Answer phone calls * Take messages * Take printing requests from teachers * Troubleshoot printer, clear paper jams |

| **834701 - Maintain an analog or digital photocopier** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=380&comp=834701&codProg=8347) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of manufacturer’s specifications * Proper application of work techniques * Correct application of equipment start-up and shutdown procedures * Proper use of products. * Careful use of equipment * Cleanliness   **Tasks**    * Place stacks of paper in the trays, keeping in mind their maximum capacities. * Clean the glass and wipe down the machine. * Check level(s) of toner and refill as needed: select product(s), pour amount needed in the appropriate location and close container(s). * Check the level of developing solution and refill as needed: select product, pour amount needed and close the container. * Refill staples in the photocopier staple unit. * Understand the control panel functions (number of copies, colour, contrast, reduction or enlargement, etc.). * Remove paper jams. | | |

| **834702 - Copy documents** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=380&comp=834702&codProg=8347) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Respect for deadlines * Proper application of work techniques * Correct application of equipment start-up and shutdown procedures * Proper use of products. * Concern for client satisfaction. * Meticulous work * Careful handling of original * Careful handling of equipment   **Tasks**    * Read the client’s request (number of copies, double-sided printing, paper format, finishing, etc.). * Check the supplies of paper and staples in the photocopier. * Check the original document, removing any staples or sticky notes that might interfere with the photocopying. * Select the analog photocopier options or configure the settings on the digital photocopier (format, single- or double-sided printing, stapled or not, etc.). * Place original in the manual or automatic document feeder. * Make a sample copy and check the quality. * Select or configure the number of copies. * Start photocopying. * Monitor the phocopier while it is in operation and intervene in the case of a problem. * Remove copies from the receptor or sorting tray(s). * Check the quality of the copies: cleanliness, absence of stains, etc. * Place copies in a box or on a cart. * Fill out a form. * Report any signs of breakage to the maintenance department or the person in charge. | | |

| **526 - Package the printed products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=380&comp=526&codProg=8347) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Correct handling of products   **Tasks**    * Count or weigh the products to ensure quantity control. * Place the printed products in boxes. * Stack the boxes on pallets. * Operate the packaging equipment. * Print the labels. * Affix the labels on the packages. * Fill out the administrative forms and send them to the appropriate department or person. | | |

| **528 - Transport materials and printed products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=380&comp=528&codProg=8347) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of handling equipment   **Tasks**    * Receive instructions from the person in charge. * Verify the condition of the handling equipment. * Place materials and printed products on a dolly, handcart or manual pallet truck, or lift them using an electric pallet truck. * Move the materials within the company. * Place the materials or printed products in the designated areas. * Detect any problems and inform the person in charge. | | |

| **105 - Keep the workspace clean and orderly, in an industrial setting** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=380&comp=105&codProg=8347) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Observance of maintenance schedule * Compliance with the storage or warehousing plan * Proper application of work techniques * Concern for using materials sparingly * Order and cleanliness   **Tasks**    * Put away the parts or products in their designated areas. * Clean the tools and equipment. * Sort and put away all materials used. * Clean and sweep the work areas. * Salvage scrap materials for recycling and dispose of waste. * Report signs of breakage to the maintenance service or person in charge. | | |

# **Sector : 14 - Maintenance Mechanics**

## No trades available

# **Sector : 15 - Mining and Site Operations**

## 8849  Camp Assistant

**M849**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397)

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| **Field of application** | Camp assistants work at temporary camp sites for mining prospectors or researchers, or in a permanent camp for mining companies planning for operations. Such camps may be on public or private land, or on the James Bay and northern Québec agreement territories. In camps of under 10 people, camp assistants take part in organizing meals. |
| **Other job titles** | Attendant, camp attendant, camp employee |
| **Specific admission requirements** |  |
| **Information specific to the trade** | The minimum age to drive a snowmobile or an all-terrain vehicle (ATV) is 16 years. A certificate of aptitude is required for drivers aged 16 or 17 years. In both instances, the individual must hold an attestation to that effect issued by the school board.  A person has to be at least 16 years old to operate a pleasure craft. In addition, the Competency of Operators of Pleasure Craft Regulations requires operators of pleasure crafts to hold a Pleasure Craft Operator Card. |

| **834901 - Prepare the equipment required to set up a temporary summer or winter camp** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397&comp=834901&codProg=8349) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Good organizational skills * Foresight   **Tasks**    * Receive instructions from the person in charge of the camp concerning the camp site, the length of the stay, the season, the number of workers, etc. * Check the state of the tents (sturdiness of the stitching, impermeability of the canvas, presence of mould, condition of the mosquito nets, number and condition of tent pegs, etc.) and, if necessary, apply a waterproofing spray and replace or repair components that are worn, torn or broken. * Check the state of the refrigeration, cooking and heating equipment, and clean and disinfect it. * Check the state of generators, pumps, extension cords, propane gas canisters, etc. * Check the state of the tools and sharpen the axes if necessary. * Have damaged materials and tools repaired or replaced. * Ensure that the camp has the equipment required to contain contaminant spills. * To assemble the communications and orientation equipment (topographic maps, compass, GPS system, satellite communication system, satellite emergency system, etc.). * Fill out an inventory form. * Wrap the equipment and place it in containers. * Detect any problems and inform the person in charge. | | |

| **834902 - Ensure that the camp is supplied with perishable products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397&comp=834902&codProg=8349) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Sufficient quantity of perishable products * Good organizational skills   **Tasks**    * Receive instructions from the person in charge of the camp concerning the camp site, the length of the stay, the season, the number of workers, etc. * Help the person in charge of the camp to take stock of supplies of gasoline, motor oil, propane and heating oil. * Help the person in charge of the camp to take stock of supplies (saw blades, nails, screws, glue, ropes, string, line tape, batteries, matches, sample bags, water treatment filters, parts and materials required to make various repairs, etc.). * Help the person in charge of the camp to take stock of supplies of various products (anti-mosquito creams, bear spray, etc.). * Put together the first-aid and survival kits and ensure that they are complete, clean and in good condition. * Check the condition of the fire extinguishers, carbon monoxide and smoke detectors, etc. * Make a list of perishable products and take note of what needs to be purchased. * Have the list approved by the person in charge of the camp. * Obtain perishable products. * Send bills to the accounting service. * Fill out an inventory form. * Assemble and wrap the products and place them in containers suitable for transport. * Detect any problems and inform the person in charge. | | |

| **834903 - Help load and unload a vehicle in a remote location** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397&comp=834903&codProg=8349) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Accurate interpretation of signals from drivers or pilots   **Tasks**    * Receive instructions from the person in charge of the camp with regard to the transportation of the equipment and perishable products. * Receive instructions from the driver of the vehicle or the pilot of the motorboat or aircraft with regard to the safety measures to be observed when loading and unloading and for load stability, stowage, etc. * Check the condition of the harness, if applicable. * Move by hand the equipment and the containers of perishable products. * Place the equipment and containers in the box of a four-wheel-drive pick-up truck, the trailer of an all-terrain vehicle, a snowmobile cutter, a motorboat, a helicopter or seaplane. * Stow the equipment and contents. * Store the material (harness, ropes, straps, etc.). | | |

| **834904 - Help put up and take down tents** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397&comp=834904&codProg=8349) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Proper application of work techniques * Proper use of tools (chainsaw, brush cutter, secateurs, etc.) * Concern for the safety and comfort of workers * Demonstration of ability to work in a team   **Tasks**    * Ask where the camp is to be located. * Prepare the site: clear away the underbrush, level the ground and dig run-off trenches or build a platform. * Take out the material and arrange it in an orderly manner. * Install the tent poles, drive the pegs into the ground and attach the tent lines. * Check the solidity of the tents. * Unfold the camp beds, tables and chairs and arrange them in the appropriate places. * Arrange the spaces and store the products. * Attach the carbon dioxide, smoke and hydrocarbon detectors, etc. * Detect any problems and inform the person in charge. | | |

| **834905 - Help install a water supply system** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397&comp=834905&codProg=8349) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Compliance with work instructions * Proper application of work techniques * Appropriate use of tools * Integrity of the water supply system   **Tasks**    * Locate a water source and have it approved. * Bring the pumping equipment (gasoline pump or submersible pump, pipes, couplings, clamps, etc.). * Connect the pump pipes, if applicable, and unroll the water intake hose and attach the couplings. * Check the fuel (gasoline) level and turn on the pump or generator. * Check how well the system functions and how leak proof it is. * Protect the pipes against frost and breakage. * Connect the water intake hose to the water reservoir or to the sanitation facilities. * Repair broken pipes. * Detect any problems and inform the person in charge. | | |

| **834906 - Help install a heating system running on propane, fuel oil or wood** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397&comp=834906&codProg=8349) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of WHMIS rules * Observance of environmental laws and regulations * Correct application of methods to prevent forest fires. * Proper application of work techniques * Appropriate use of tools * Safe installation   **Tasks**    * Bring the propane canisters to the heating units and connect them: ensure that there are no leakages from the canisters, install and check the couplings, turn the gas on and off, perform up-to-date maintenance tests, etc. * Connect the heating units to the oil drum. * Connect the heating units to the generator: unroll the wires from their spools, perform the hook-ups, check the fuel (gas) level and add fuel when needed, and turn on the generator. * Help to install a wood-burning stove and a funnel. * Prepare the firewood: collect dead wood and bark, split blocks or logs, cord logs, etc. * Detect any problems and inform the person in charge. | | |

| **834907 - Carry out maintenance work and minor repairs on vehicles or motorboats at remote locations** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397&comp=834907&codProg=8349) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of environmental laws and regulations * Observance of manufacturer’s specifications * staying within the limits of the occupation * Proper application of work techniques * Appropriate use of tools * Concern for the safety of workers * Resourcefulness   **Tasks**    * Fill the gas tanks of the vehicle or outboard motor * Check the levels of oil and other liquids and add where needed: select the proper product, pour the required quantity into the appropriate container and close the container. * Check the tire pressure, add air if necessary, and check the tires for wear. * Check the snowmobile tracks. * Repair or replace the tires. * Replace fan belts, windshield wipers, bulbs, spark plugs and other parts. * Apply fibreglass to motorboats. | | |

| **834908 - Keep the camp site clean** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397&comp=834908&codProg=8349) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of WHMIS rules * Observance of environmental laws and regulations * Observance of the laws and regulations that apply to wildlife * Cleanliness of site   **Tasks**    * Help to install a chemical toilet: dig a hole, supply logs or other building materials, install a toilet seat, a container for the lime, anti-bacterial lozenges, etc. * Take whatever measures are required to prevent contaminant spills and, in case of problems, initiate the decontamination procedure. * Collect the gasoline and oil containers, etc., and dispose of them at the designated spot. * Collect debris, unused nails, tent lines, papers and all forms of garbage and dispose of them at the designated spot. * Dispose of food waste to avoid attracting wild animals. * Put away tools and materials. * Make sure, from the start, to leave the site in a condition conducive to rehabilitation. | | |

| **524 - Drive an ATV, snowmobile or motorboat** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397&comp=524&codProg=8349) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of traffic and navigation rules * Observance of procedures for operating and shutting down ATVs, snowmobiles and motorboats * Proper use of GPS or radar technology * Safe driving of an ATV, snowmobile or motorboat * Accurate interpretation of drivers’ hand signals * Proper care of ATV, snowmobile or motorboat   **Tasks**    * Inspect the ATV, snowmobile or motorboat (gas and oil levels, condition of batteries and spark plugs, etc.) * Attach a trailer or sled. * Put on a helmet or lifejacket. * Start up the ATV, snowmobile or motorboat. * Drive the ATV or snowmobile over different types of terrain (flat or mountainous, frozen lakes or rivers, forest roads, etc.), or navigate the boat on a lake or watercourse. * Right an ATV or snowmobile that has flipped over, or turn over a capsized motorboat. * Park an ATV or snowmobile, or dock the motorboat. * Put a tarpaulin over the ATV, snowmobile or motorboat. | | |

| **717 - Take action in an emergency situation in a remote area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397&comp=717&codProg=8349) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * staying within the limits of the occupation * Observance of the procedure to follow in emergency situations * Correct application of the communication protocol * Proper use of the material in the first-aid kit * Self-control * Promptness   **Tasks**    * Recognize that the situation is an emergency. * Notify the person in charge or make an emergency call using a cell phone (310 4141 or 911), a short-wave radio system or a satellite device: identify yourself, give the exact site coordinates, explain the situation, find out what measures to take, etc. * Apply the prescribed measures. * Reassure the person and stay with them until help arrives. * Intervene while being mindful of your own safety. * Write an event report. | | |

| **553 - Survival in a remote area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=397&comp=553&codProg=8349) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of the proper procedure * Proper use of the material in the first-aid kit * Correct application of the survival techniques, taking into account the place and the season * Appropriate reaction in the event of a confrontation with a wild animal * Self-control * Patience   **Tasks**    * Acknowledge that you are lost. * Make a fire: select the site, collect dry wood and branches, moss, bark, etc., arrange the wood, light it and keep feeding the fire. * Signal your position: whistle, flashlight, fire, flare, satellite emergency system, etc. * Take shelter: find a place to wait for rescue (branches, uprooted tree, rock crevice, etc.) or build an emergency shelter. * Find drinking water, eat the dried foods in the survival kit or find food nearby (gather wild fruit and mushrooms known to be edible; capture animals such as porcupines, etc.). | | |

# **Sector : 16 - Metallurgical Technology**

## No trades available

# **Sector : 17 - Transportation**

## 8671  Warehouse Clerk

**M671**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=318)

|  |  |
| --- | --- |
| **Field of application** | Warehouse clerks are employed in distribution centres. |
| **Other job titles** | Order assembler |

|  |
| --- |
| Relative Task in Nunavik |
| Air Inuit Cargo Handler, First Air Cargo Handler, Ramp Agent, Inventory Clerk, In addition to the tasks below, the student may also learn...   * Airfield safety and protocols * Record inventory or stock |

| **817101 - Organize tasks** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=318&comp=817101&codProg=8171) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Accurate interpretation of information   **Tasks**    * Become familiar with the ordered products as well as their quantity, order of assembly, etc. * Interpret the storage plan. * Interpret the stock rotation instructions. | | |

| **817102 - Put the order together** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=318&comp=817102&codProg=8171) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of tools and equipment * Demonstration of sense of responsibility * Methodical work habits   **Tasks**    * Locate products in the warehouse. * Verify that the numbers on the products match those on the order form. * Remove the products from their location. * Verify the quality of the products. * Place the products on the pallets. * Ensure that the order is complete. * Enter the necessary information into the computer for inventory purposes. * Transport the pallets to the packaging location using a pallet truck. * Detect any problems and notify the person in charge. | | |

| **817103 - Package the order** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=318&comp=817103&codProg=8171) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques   **Tasks**    * Operate the packaging equipment. * Print the shipping labels and verify that the shipping addresses are correct. * Affix the labels to the packages. * Fill out administrative forms and send them to the designated person or department. | | |

| **112 - Help clean and tidy up the warehouse** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=318&comp=112&codProg=8171) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of cleaning materials, equipment and products * Order and cleanliness   **Tasks**    * Maintain the handling equipment. * Put away the handling equipment. * Put away the pallets. * Put away the packaging materials, cardboard boxes and other containers. * Salvage recyclable materials and dispose of waste. * Sweep the floor. * Detect any problems and notify the person in charge. | | |

## 8676  Deliverer Helper

**M676**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=324)

|  |  |
| --- | --- |
| **Field of application** | Deliverer helpers are employed mainly in the wholesale sector and, on occasion, in the retail sector. |
| **Other job titles** | No other job title |

| **96 - Help load the delivery vehicle** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=324&comp=96&codProg=8176) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper use of materials-handling equipment * Demonstration of ability to work in a team * Careful handling of merchandise * Efficiency   **Tasks**    * Receive instructions from the delivery person regarding the distribution of merchandise according to the order of delivery and the weight, size, fragility, etc. * Install the loading ramp or activate the lifting equipment. * Place the merchandise in the truck box using handling equipment. * Take the measures required to prevent loss of or damage to merchandise: secure the merchandise to the inside of the truck box, etc. * Make sure the tools and materials necessary for unloading and installation are available. | | |

| **95 - Instruct the driver on the route to be taken** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=324&comp=95&codProg=8176) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of the Highway Safety Code * Compliance with company policies * Precise use of the information on road maps * Methodical work habits   **Tasks**    * Find out which tasks have been planned for the day. * Locate places and customer addresses on road maps (traditional or electronic). * Estimate distances to cover and the required travel time. * Communicate instructions regarding the route taken: route numbers and directions, exit numbers, etc. * Inform customers when the delivery truck will arrive as well as of any significant delays. * Assist the driver with vehicle positioning manœuvres. | | |

| **817601 - Help deliver the merchandise** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=324&comp=817601&codProg=8176) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with company policies * Proper use of electrical equipment * Demonstration of ability to work in a team * Careful handling of merchandise * Respect for the property of others * Courteous service * Efficiency   **Tasks**    * Install the loading ramp or activate the lifting equipment. * Move the merchandise toward the exit of the truck. * Unpack the merchandise in the delivery truck box. * Take the necessary measures to prevent damage to the merchandise to be transported as well as the merchandise already at the business or establishment. * Ensure that all merchandise is taken out of the truck box. * Prevent health and safety risks: pay attention to the condition of different locations (slippery stairs or floors, poorly lit, cramped or cluttered spaces, etc.) and to customer behaviour (impatient, angry, etc.). * Help unload and transport merchandise to the business or establishment. * Move objects that may interfere with the handling of merchandise. * Help the delivery person place the merchandise in its designated location. * Repackage damaged or defective merchandise, if applicable. * Gather the packaging materials, tools, equipment, etc. * Handle and load undelivered or damaged merchandise before returning it to the warehouse, if applicable. | | |

| **133 - Clean the vehicle** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=324&comp=133&codProg=8176) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with company policies * Use of appropriate cleaning materials and products * Order and cleanliness   **Tasks**    * Gather up the packaging materials. * Fold and put away the protective covers. * Put away the handling equipment and tools. * Tidy up and dust the interior of the cab of the vehicle. * Sweep or wash the interior of the truck box. * Salvage recyclable materials and dispose of waste. * Use insect extermination products. | | |

| **112 - Help clean and tidy up the warehouse** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=324&comp=112&codProg=8176) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of cleaning materials, equipment and products * Order and cleanliness   **Tasks**    * Maintain the handling equipment. * Put away the handling equipment. * Put away the pallets. * Put away the packaging materials, cardboard boxes and other containers. * Salvage recyclable materials and dispose of waste. * Sweep the floor. * Detect any problems and notify the person in charge. | | |

## 8677  Furniture Deliverer Helper

**M677**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=325)

|  |  |
| --- | --- |
| **Field of application** | Furniture deliverer helpers work for retail companies specialized in the sale of furniture, appliances, electronic equipment or furnishings or as subcontractors for a transport company. |
| **Other job titles** | No other job title |

| **96 - Help load the delivery vehicle** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=325&comp=96&codProg=8177) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper use of materials-handling equipment * Demonstration of ability to work in a team * Careful handling of merchandise * Efficiency   **Tasks**    * Receive instructions from the delivery person regarding the distribution of merchandise according to the order of delivery and the weight, size, fragility, etc. * Install the loading ramp or activate the lifting equipment. * Place the merchandise in the truck box using handling equipment. * Take the measures required to prevent loss of or damage to merchandise: secure the merchandise to the inside of the truck box, etc. * Make sure the tools and materials necessary for unloading and installation are available. | | |

| **95 - Instruct the driver on the route to be taken** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=325&comp=95&codProg=8177) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of the Highway Safety Code * Compliance with company policies * Precise use of the information on road maps * Methodical work habits   **Tasks**    * Find out which tasks have been planned for the day. * Locate places and customer addresses on road maps (traditional or electronic). * Estimate distances to cover and the required travel time. * Communicate instructions regarding the route taken: route numbers and directions, exit numbers, etc. * Inform customers when the delivery truck will arrive as well as of any significant delays. * Assist the driver with vehicle positioning manœuvres. | | |

| **817701 - Help deliver the merchandise** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=325&comp=817701&codProg=8177) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with company policies * Proper use of tools and equipment * Demonstration of ability to work in a team * Careful handling of merchandise * Respect for the property of others * Courteous service * Efficiency   **Tasks**    * Install the loading ramp or activate the lifting equipment. * Move the merchandise toward the exit of the truck. * Unpack the merchandise in the delivery truck box when there is sufficient space or when exterior conditions permit. * Take the necessary measures to prevent damage to the merchandise or premises (furniture, walls, floors, etc.). * Ensure that all merchandise is taken out of the truck box. * Prevent health and safety risks: pay attention to the condition of different locations (slippery stairs or floors, poorly lit, cramped or cluttered spaces, etc.) and to customer behaviour (impatient, angry, etc.). * Help transport the furniture or appliances to their delivery point. * Move objects that may interfere with the handling of merchandise. * Unpack the furniture or appliances or help the deliverer do so. * Help the deliverer arrange the furniture or appliances according to the instructions received. | | |

| **817702 - Help install the furniture, appliances, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=325&comp=817702&codProg=8177) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with company policies * Staying within the limits of the occupation * Proper application of work techniques * Demonstration of ability to work in a team * Careful handling of merchandise * Respect for the property of others * Courteous service * Efficiency   **Tasks**    * Help assemble and adjust the furniture or appliances. * Help plug in the appliances. * Help hook up the appliances. * Help level the furniture or appliances. * Help install the furniture or appliances (a wall unit, for example). * Clean the furniture or appliances after installation. * Repackage damaged or defective merchandise, if applicable. * Tidy up the packaging materials, tools, handling equipment, etc. * Handle and load the merchandise before returning it to the warehouse, if applicable. | | |

| **133 - Clean the vehicle** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=325&comp=133&codProg=8177) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with company policies * Use of appropriate cleaning materials and products * Order and cleanliness   **Tasks**    * Gather up the packaging materials. * Fold and put away the protective covers. * Put away the handling equipment and tools. * Tidy up and dust the interior of the cab of the vehicle. * Sweep or wash the interior of the truck box. * Salvage recyclable materials and dispose of waste. * Use insect extermination products. | | |

| **112 - Help clean and tidy up the warehouse** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=325&comp=112&codProg=8177) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of cleaning materials, equipment and products * Order and cleanliness   **Tasks**    * Maintain the handling equipment. * Put away the handling equipment. * Put away the pallets. * Put away the packaging materials, cardboard boxes and other containers. * Salvage recyclable materials and dispose of waste. * Sweep the floor. * Detect any problems and notify the person in charge. | | |

## 8679  Delivery Driver

**M679**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=327)

|  |  |
| --- | --- |
| **Field of application** | Delivery drivers work alone and are employed by restaurants, grocery stores, pharmacies, etc. They may also be employed by a courier service, dry cleaning service, etc. |
| **Other job titles** | Delivery person |
| **Information specific to the trade** | A valid class 5 driver’s license is required. |

| **531 - Inspect the vehicle at the start of every shift** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=327&comp=531&codProg=8179) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * staying within the limits of the occupation * Proper application of work techniques   **Tasks**    * Ensure that the vehicle is in good working order: check brakes, headlights and blinkers, etc. * Check the fuel level and fill up the tank as needed. * Check the oil levels and top them us as needed: select product, pour a sufficient amount in the appropriate place, close and put away or throw out the container. * Check the levels of all other fluids and top them up as needed: select product, pour a sufficient amount in the appropriate place, close and put away or throw out the container. * Check the tire pressure and inflate as needed; check for signs of wear. * Clean and tidy up the interior of the vehicle. | | |

| **817901 - Prepare for the pick-up or delivery of merchandise** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=327&comp=817901&codProg=8179) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Careful handling of merchandise. * Concern for company profitability   **Tasks**    * Find out where to pick up or deliver the merchandise. * Plan the route to take or find out about the planned itinerary. * Load the merchandise into the vehicle according to the itinerary. * Take the measures required to prevent loss of or damage to merchandise. * Ensure that no merchandise is forgotten. | | |

| **817902 - Deliver or pick up merchandise** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=327&comp=817902&codProg=8179) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of the Highway Safety Code * Courteousness and professionalism while driving. * Careful handling of merchandise. * Efficiency   **Tasks**    * Drive the delivery vehicle. * Ensure the vehicle’s safety: turn off the engine, park correctly, lock the doors, etc. * Prevent health and safety risks: pay attention to the condition of different locations (slippery stairs or floors, poorly lit, cramped or cluttered spaces, etc.) and to customer behaviour (impatient, angry, etc.). * Transport or pick up merchandise. * Take possession of and verify merchandise returned by the customer. * Fill out an invoice or delivery slip and give a copy to the customer. * Have the customer sign the invoice or delivery slip. * Unload the vehicle upon return. * Record information about the pick-ups or deliveries: kilometres driven, gas consumption, mechanical problems, etc. * File the delivery slips and send them to the designated location. | | |

| **10 - Receive payment from customers** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=327&comp=10&codProg=8179) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Courteous service * Honesty * Accurate calculations and data entered * Proper use of computerized equipment   **Tasks**    * Receive money and give change. * Use a cash register, computerized sales equipment or a point-of-sale terminal to receive payment by credit or debit card. * Charge amounts to customers’ accounts. * Give receipts, sales slips, transaction records, etc. | | |

# **Sector : 18 - Fashion, Leather and Textiles**

## 8746  Laundry Room Attendant

**M746**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=400)

|  |  |
| --- | --- |
| **Field of application** | Laundry room attendants work in the laundry unit of a hotel, hospital, or home-care centre, or for an industrial laundromat catering to hospitals, hotel chains, restaurants, daycares, etc. |
| **Other job titles** | “Surgical linen” attendant |

| **542 - Help take in laundry at the receiving area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=400&comp=542&codProg=8246) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper use of equipment * Efficiency * Demonstration of ability to work in a team   **Tasks**    * Receive instructions from the person in charge. * Verify the condition of the handling equipment, where applicable. * Install the loading ramp or activate the lifting equipment of the delivery vehicle. * Take out the bags of dirty laundry by hand or push dirty laundry bins out of the delivery vehicle and place them on the receiving platform. * Bring in the bags of dirty laundry or push the wheeled bins or carts close to the sorting centre, the industrial washing machines or tunnel washer. | | |

| **824601 - Sort the laundry** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=400&comp=824601&codProg=8246) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of production deadlines * Proper application of work techniques * Proper time management * Careful handling of laundry   **Tasks**    * Receive instructions from the person in charge (sorting of dirty laundry, clean damp laundry or clean dry laundry) * Interpret the production sheet (hotel, restaurant, hospital and operating room linen; weight and quantity of linen, etc.). * Remove the laundry (dirty, clean and damp, or clean and dry) bags or wheeled bins or carts. * Remove objects inadvertently left in the bedclothes, blankets, etc. (pens, needles, jewellery, glasses, etc.), put them in the designated places or give them to the person in charge. * Group the laundry (dirty, clean and damp, or clean and dry) by category (hotel, hospital and operating room linen, face towels, blankets, table napkins, dish towels, etc.). * Place the sorted laundry (dirty, clean and damp, or clean and dry) in the wheeled bins or carts. | | |

| **824602 - Help laundry room operators perform simple tasks** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=400&comp=824602&codProg=8246) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of production deadlines * Proper application of work techniques   **Tasks**    * Help load the industrial washers and dryers. * Push wheeled bins or carts of clean, damp laundry to the industrial dryers. * Push wheeled bins or carts of clean, damp laundry toward the flatwork ironing machines. * Push wheeled bins or carts of clean, dry laundry to the folding machines. | | |

| **824603 - Manually organize small or large laundry items** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=400&comp=824603&codProg=8246) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observe the techniques used to fold “surgical” linen, if need be * Observance of production deadlines * Proper application of work techniques * Demonstration of ability to work in a team * Proper time management * Careful handling of laundry   **Tasks**    * Receive instructions from the person in charge. * Interpret the production sheet (hotel, restaurant, hospital and operating room linen; weight and quantity of the linen, etc.). * Remove the articles from the wheeled bins or carts. * Check the articles and set aside any that are worn, torn, soiled, etc. * Group the articles by category and size. * Count the folded articles and arrange them in piles. * Place the articles in bags. * Place the piles of clean towels and other articles in the binding machine and switch it on. ? * Detect any problems with the vehicle and notify the person in charge or the maintenance staff. * Complete the production sheet. | | |

| **824604 - Mechanically organize small or large laundry items** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=400&comp=824604&codProg=8246) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of production deadlines * Proper application of work techniques * Demonstration of ability to work in a team * Proper time management * Careful handling of laundry   **Tasks**    * Receive instructions from the person in charge. * Interpret the production sheet (hotel, restaurant, hospital and operating room linen; weight and quantity of linen, etc.). * Turn on the flatwork ironing machine or folder. * Remove the clean, damp linen from the wheeled bins or carts. * Check the articles and set aside any that are worn, torn, soiled, etc. * Unfold each article (sheet, blanket, pillow case, etc.). * Place each article between the rollers or in the feeding mechanism of the flatwork ironing machine, or in the folding machine. * Collect small or large articles as they leave the ironing machine. * Do the final folding of the laundry. * Count the articles. * Bind a pile of laundry items with string. * Turn on the bagger. * Do maintenance work on the flatwork ironing machine or folder: polish the rollers of the ironing machine or the folder, replace the guide strips, etc. * Detect any problems with the vehicle and notify the person in charge or the maintenance staff. * Complete the production sheet. | | |

| **824605 - Prepare the delivery carts** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=400&comp=824605&codProg=8246) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of production deadlines * Proper application of work techniques   **Tasks**    * Interpret the production sheets attached to the carts (“bulk” or “quota” carts). * Be sure to dispose of the appropriate cart. * Count the articles. * Place the piles of articles in the cart. * Verify the quality of the work (appropriate number of articles). * Place or attach the customer’s form on the cart. * Detect any problems and inform the person in charge. * Complete the production sheet. | | |

| **543 - Help maintain the laundry facilities** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=400&comp=543&codProg=8246) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Compliance with storage plan   **Tasks**    * Store the wheeled bins or carts in their proper places. * Put away the handling equipment. * Clean the basins. * Pick up debris and put it in the garbage disposal. * Empty garbage cans. * Sweep the work area. * Report signs of breakage to the maintenance department or person in charge. | | |

## 8777  Sewing Machine Operator (commercial production)

**M777**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=432)

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| --- | --- |
| **Field of application** | Sewing machine operators are employed by companies that manufacture clothing, shoes or boots, household articles, etc. Such a company may be a commercial operation, or it may be an adapted enterprise with membership in the Conseil québécois des entreprises adaptées (CQEA). |
| **Other job titles** | Industrial sewing machine operator |

|  |
| --- |
| Relative Task in Nunavik |
| Culture Teachers Assistant, Inuit Seamstress In addition to the tasks below, the student may also learn...   * Inuit specific techniques and cultural practices * Measure materials and patterns for traditional dress * Create individual pieces of clothing: Parka, Snowpants, Kamiks, Palloks, Amouti, etc. |

| **827701 - Interpret instructions** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=432&comp=827701&codProg=8277) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Attentive listening to explanations * Asking of relevant questions * Correct identification of materials, if applicable * Accurate interpretation of the terminology used in lsewing   **Tasks**    * Listen to instructions from the person in charge concerning the assembly work (stitching, overlocking, overcasting, etc.) or finishing work to be done (sewing on buttons, zippers, decorative elements, etc.). * Read a sewing diagram. * Observe the features of a prototype. * Recognize materials visually and by touch: natural or synthetic fabric, natural or synthetic leather, etc. * Inquire about the characteristics of materials with reference to sewing operations. | | |

| **827702 - Prepare the workstation** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=432&comp=827702&codProg=8277) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of manufacturer’s specifications * Correct interpretations of threading diagrams . * Proper application of work techniques * Optimal operation of the sewing machine   **Tasks**    * Consult the production sheet. * Select needles according to the work to be carried out and the type of sewing machine, and then install them. * Select the presser feet according to the work to be done and the type of sewing machine, and then install them. * Select and install the accessories. * Thread the sewing machine. * Wind thread on the bobins. * Adjust the thread tension. * Adjust the stitch length. * Configure the sewing machine. * Perform a test. * Detect any problems and inform the person in charge. | | |

| **827703 - Assemble pieces or sections of fabric or leather** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=432&comp=827703&codProg=8277) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Proper application of work techniques * Appropriate use of the sewing machine * Adoption of postures appropriate to repetitive tasks * Meticulous work * Concern for the attainment of the production objectives * Semi-finished and finished products in conformity with the prototype * Cleanliness of finished and semi-finished products   **Tasks**    * Consult the production sheet. * Make sure that you have all the cut pieces or all the sections and check their quality. * Deposit the substandard pieces or sections in the place designated for that purpose. * Lay out the pieces or sections, taking into account the seam allowances and making sure to match the notches. * Start the sewing machine to do overlock stitches. * Check the quality of the assembly (straight, curved or angled seams, regularity of stitches, absence of stretch or puckering, etc.). * Cut off the excess threads. * Repeat the process, if necessary. * Deposit the semi-finished or finished products in the place designated for that purpose. * Detect any problems and inform the person in charge. * Fill out a work sheet. | | |

| **827704 - Overcast stitch on curved edges** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=432&comp=827704&codProg=8277) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Proper application of work techniques * Proper use of sewing machine * Adoption of postures appropriate to repetitive tasks * Meticulous work * Concern for the attainment of the production objectives * Semi-finished and finished products in conformity with the prototype * Cleanliness of finished and semi-finished products   **Tasks**    * Consult the production sheet. * Make sure you have all the cut pieces or all the sections and check their quality. * Deposit the substandard pieces or sections in the place designated for that purpose. * Overlap the pieces * Start up the sewing machine to carry out the overlock stitches * Check the quality of the overlocking (minimal trimming, overlocking of all curves of the piece, etc.) * Cut off the excess thread * Repeat the process, if necessary * Deposit the semi-finished or finished products in the designated place * Detect any problems and inform the person in charge * Fill out a work sheet | | |

| **827705 - Topstitch assembled pieces** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=432&comp=827705&codProg=8277) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Proper application of work techniques * Proper use of sewing machine * Adoption of postures appropriate to repetitive tasks * Meticulous work * Concern for the attainment of the production objectives * Semi-finished and finished products in conformity with the prototype * Cleanliness of finished and semi-finished products   **Tasks**    * Consult the production sheet. * Make sure you have all the cut pieces or all the sections and check their quality. * Deposit the substandard pieces or sections in the place designated for that purpose. * Lay out the pieces. * Start the sewing machine to carry out the overstitching. * Check the quality of the overstitching (parallel overstitches, etc.) * Cut off the excess threads. * Repeat the process, if necessary. * Deposit the semi-finished or finished products in the place designated for that purpose. * Detect any problems and inform the person in charge. * Fill out a work sheet. | | |

| **827706 - Carry out various finishing operations** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=432&comp=827706&codProg=8277) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Compliance with quality standards * Proper application of work techniques * Proper use of sewing machine * Adoption of postures appropriate to repetitive tasks * Meticulous work * Concern for the attainment of the production objectives * Semi-finished and finished products in conformity with the prototype * Cleanliness of finished and semi-finished products   **Tasks**    * Consult the production sheet. * Make sure you have all the materials required (buttons, thread, etc.) and the semi-finished or finished products. * Place the items on the plate of the machine for sewing on buttons, making buttonholes, hemming, embroidering patterns, etc. * Start the sewing machine and carry out the finishing operations. * Check the quality of the work. * Cut off the excess threads. * Deposit the semi-finished or finished products in the place designated for that purpose. * Detect any problems and inform the person in charge. * Fill out a work sheet. | | |

| **827707 - Carry out preventive maintenance of the sewing machine** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=432&comp=827707&codProg=8277) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * staying within the limits of the occupation * Compliance with work instructions * Observance of manufacturer’s specifications * Observance of maintenance schedule * Proper application of work techniques   **Tasks**    * Unplug the sewing machine. * Clean the inside of the bobin case: remove the bobin; clean, lubricate and wipe each part; dust the interior of the case; put it back together. * Wipe the exterior of the sewing machine with a cloth. * Change the light bulb. * Replace the dust cover on the sewing machine. * Report any breakage to the maintenance department or the person in charge. | | |

| **827708 - Maintain the workstation** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=432&comp=827708&codProg=8277) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with storage plan * Concern for using materials sparingly * Cleanliness   **Tasks**    * Put away accessories in the correct storage locations. * Store pieces or sections of fabric or leather in the places designated for that purpose. * Clean and sweep the work area. * Collect remainders of materials for recycling and discard scraps. | | |

# **Sector : 19 - Health Services**

## 8854  Food Services Worker

**M854**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=371)

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| --- | --- |
| **Field of application** | Food service workers work in residential facilities, long- or short-term care facilities, seniors residences or retirement homes, etc. |
| **Other job titles** | Kitchen worker |

| **835401 - Open and close the kitchen** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=371&comp=835401&codProg=8354) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper operation of cooking equipment and other appliances * Punctuality   **Tasks**    * Put on hairnet, beard net as needed, and wash hands. * Upon arrival, unlock the doors to the kitchen, dining room, cellar, cold room, etc. * Turn on cooking equipment and the various appliances ( hot food table, chafing dish, catering cart, coffee machine, hot plate, toaster, etc.). * Check refrigerator and freezer temperatures, record them on the designated sheet and notify the person in charge in the event of a problem. * Turn on the dishwasher. * Fill sinks or basins with soapy water. * Before leaving, make sure that all the heating elements have been shut off, the refrigerator temperature is correct, no faucets are dripping, and everything is clean; draw the kitchen curtains during the summer; lock the doors; return the keys to the security guard if applicable, etc. | | |

| **835402 - Prepare the workstation for setting up trays** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=371&comp=835402&codProg=8354) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Quick execution * Proper application of work techniques * Concern for avoiding waste * Good organizational skills * Demonstration of ability to work in a team   **Tasks**    * Read the menu plan for breakfasts, lunches, suppers and snacks. * Find out any specific instructions for that day: telephone the institution’s emergency services, find out about changes to the menu, etc. * Make sure there is a sufficient quantity of clean carts and trays on hand. * Place plates, glasses and cups in designated areas, sort cutlery and bring out serving utensils. * Place dry cereal (single portion or not) as well as sugar, salt and pepper packets, jam containers, etc., in the designated places. * Place fruit (fresh, compote or salad) and fruit juices on the counter. * Prepare hot breakfast dishes: complete or partial preparation of hot cereal (read recipe, put ingredients in the pot, cook and serve portions) and prepare buttered or unbuttered toast. * Place pots of soup and potage, as well as main dishes, in the wells in the hot food tables. * Prepare thickened drinks, protein shakes and other vanilla, chocolate and strawberry flavoured supplements, etc. * Take the milk (in cartons or containers) out of the refrigerator, along with creamers, butter containers, portions of cheeses, yoghurt containers, etc,. and place on the refrigerated table. * Place tea bags in cups or prepare thermoses or pots of coffee, tea, hot water or herbal tea, as well as pitchers of ice water. * Restock the refrigerators and shelves. * Check the temperature of the refrigerators. | | |

| **835403 - Set up trays** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=371&comp=835403&codProg=8354) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Respect priorities that have already been established * Quick execution * Proper application of work techniques * Conformity to the menu plan * Demonstration of ability to work in a team   **Tasks**    * Place menus, plates, glasses, cups, cutlery and napkins on trays. * Place packets of sugar, sugar substitute, salt and pepper, saltines and cookies, butter containers, bread, servings of cereal, etc., on trays. * Place refrigerated foods on trays (dairy products, fruit juices, fruit, etc.). * Place hot foods on plates (servings of oatmeal, soup, main dishes, etc.), cover and place on trays. * Check each tray to make sure it conforms to the menu plan. * Place the trays on the carts or in the tray racks. * Inform the appropriate people in the various units that the carts are ready to be delivered. * Set aside a certain number of trays for emergencies and other contingencies. * Put away or refrigerate unused food. * Perform various tasks in preparation for the next meal or the next day: redo cereal trays; take bread out of freezer; prepare servings of fruit, or fruit or vegetable juices; open cases and restock cupboards; restock refrigerators; clean premises, etc. | | |

| **835404 - Prepare service and bus carts** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=371&comp=835404&codProg=8354) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Demonstration of ability to work in a team   **Tasks**    * Prepare dessert carts: prepare servings of desserts, take cold desserts out of the refrigerator or freezer, place on trays and put on carts. * Prepare refreshment carts: fill cookie containers, prepare thermoses of coffee, tea or herbal tea, make sure there are enough cups, covers, stir sticks, napkins, etc. * Prepare catering carts. * Prepare bus carts: check quantities of cleaning and disinfecting products, cloths and garbage bags; arrange products on the cart; place containers of hot soapy water, etc. * Inform the appropriate people in the various units that the carts are ready to be delivered. | | |

| **835405 - Deliver the tray racks and carts to the various floors, and retrieve them** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=371&comp=835405&codProg=8354) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Delivery to the proper locations * Safe circulation in the halls to avoid injury, breakage, etc.   **Tasks**    * Make sure the trays are installed properly. * Push the tray rack or cart, making sure the hallway is clear. * Enter and exit the elevator. * Notify the unit personnel of the arrival of the tray rack or cart. * Retrieve the tray rack or cart and bring it to the washing area. | | |

| **835406 - Provide hot buffet-style service** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=371&comp=835406&codProg=8354) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Appealing presentation of dishes * Concern for client satisfaction. * Demonstration of ability to work in a team   **Tasks**    * Greet residents, employees and visitors. * Take orders. * Serve soup or potage of the day. * Serve the main dishes and the side dishes: serve a portion of meat, poultry, fish, etc., as well as a spoonful of vegetables (cooked or raw) or salad. * Hand the plate to the person. * Detect any problems (inappropriate temperature of hot foods, too much or too little of certain foods, etc.) and notify the person in charge. * Put away perishables or place surplus foods in plastic containers and refrigerate them or set them aside for donation to charitable organizations. | | |

| **835407 - Provide table service for residents** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=371&comp=835407&codProg=8354) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * staying within the limits of the occupation * Warm welcome * Courteous service * Discretion * Concern for client satisfaction. * Demonstration of ability to work in a team   **Tasks**    * Greet residents. * Take their orders. * Bring out bowls of soup and glasses of tomato or vegetable juice. * Clear dirty dishes and bring out main dishes. * Clear dirty dishes and bring out desserts. * Refill water and bring out more bread, butter, etc., as needed. * Serve hot and cold drinks. * Make sure the residents have everything they need. * Notify the person in charge if someone is eating very little or not at all or has a tendency to choke. | | |

| **720 - Take action in an emergency situation** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=371&comp=720&codProg=8354) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * staying within the limits of the occupation * Compliance with the institution's emergency protocol * Proper use of the material in the first-aid kit * Self-control * Promptness   **Tasks**    * Recognize that the situation is an emergency. * Notify the person in charge or call the emergency number (310-4141 or 911). * Apply the prescribed measures. * Reassure the person and stay with them until help arrives. * Intervene while being mindful of your own safety. * Write an event report. | | |

| **835408 - Clean and tidy up the dining room, kitchenette or kitchen** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=371&comp=835408&codProg=8354) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of equipment maintenance procedures * Compliance with work instructions * Proper application of work techniques * Proper use of cleaning and disinfecting products * Order and cleanliness   **Tasks**    * Clear tables. * Wash and disinfect tables and chairs. * Set tables for the next meal: place table cloths, napkins, place settings, etc. * Place menus or write menu on board. * Refill sugar bowls, salt and pepper shakers, etc., or add more packets of these products. * Wash the dishes, cutlery and pots, and put them away. * Wash and disinfect counters, cupboards, shelves, etc. * Wash and dry thermoses, coffeemaker, toaster and other electric appliances. * Clean the hot food table: turn off table, remove pots, remove food residue that has fallen in the wells, drain water, clean and disinfect underneath and on top, refill water to the proper level. * Place dirty cloths, napkins or bibs in a bin. * Empty garbage bins and place bags in the designated location. * Wipe down the interior and exterior of the refrigerators. | | |

| **710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=371&comp=710&codProg=8354) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Observance of rules with respect to hazardous materials * Compliance with quality standards * Compliance with work instructions * Compliance with company policies * Proper application of work techniques * Accurate data * Careful handling of merchandise   **Tasks**    * Receive instructions from the person in charge about the delivery schedule and types of merchandise (food products, dry goods, animals, materials, hazardous materials, etc.). * Welcome the driver of the delivery vehicle. * Read over the delivery documents: check the delivery location, date and time. * Sign the shipping receipt. * Notify quality control so they can come and check the raw materials. * Cross-check the delivered merchandise against the ordered merchandise (type of merchandise, quantity, etc.). * Check the condition of the merchandise: do a visual inspection of the packaging or boxes, open a container, count the items, etc. * Apply the prescribed procedure if merchandise is damaged or does not comply. * Use an optical scanner to record the entry of the merchandise. * Fill out the administrative forms and send them to the department concerned or to the designated person. * Detect any problems and notify the person in charge. | | |

# **Sector : 20 - Social, Educational and Legal Services**

## 8713  Day Care Worker

**M713**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=361)

|  |  |
| --- | --- |
| **Field of application** | Day care workers work in childcare or day care facilities. |
| **Other job titles** | Kitchen worker, disinfecting worker, maintenance worker |
| **Information specific to the trade** | Section 4 of the Educational Childcare Regulation stipulates that “No person working in a childcare centre or day care centre facility while childcare is being provided, including a trainee or a volunteer who is present on a regular basis at the facility, may have an impediment related to the abilities and conduct required to hold a position in a childcare centre or day care centre . . . ” Day care workers must therefore consent to a record check to verify the absence of such an impediment. All persons under 18 years of age must be accompanied by an adult when in the presence of children attending a day care service. |

| **821301 - Clean lobby, hallways, recreation rooms, dining rooms and sleeping areas** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=361&comp=821301&codProg=8213) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment and cleaning products * Order and cleanliness   **Tasks**    * Put tables, chairs, armchairs, etc. back in their proper place. * Pick up items and put them away. * Dust furniture, bookshelves, cupboards and shelves, etc., and disinfect them as needed. * Clean lockers. * Vacuum or sweep floors. * Wet or dry mop floors. * Wash windows and mirrors. * Remove stains from baseboards and walls. * Place lost-and-found articles in the designated bin (sweaters, combs, pacifiers, hair accessories, etc.). * Detect various problems (breakages, malfunctioning equipment, missing objects, etc.), and notify the person in charge. | | |

| **502 - Clean washrooms** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=361&comp=502&codProg=8213) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment and cleaning products * Order and cleanliness   **Tasks**    * Fill paper, soap dispensers, etc. * Clean and disinfect sinks. * Clean and disinfect mirrors. * Clean and disinfect toilets (inside and out), toilet seats and urinals. * Clean and disinfect walls and stalls. * Clean and disinfect doors and handles. * Wash floors. * Unclog toilets. * Empty garbage cans. * Pour maintenance product in floor drains. * Clean showers. | | |

| **520 - Clean and disinfect toys** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=361&comp=520&codProg=8213) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Appropriate judgment * Proper use of equipment and cleaning products * Concern for the safety of babies, toddlers and preschoolers * Cleanliness of toys   **Tasks**    * Soak toys in soapy water. * Clean toys. * Dry toys. * Use equipment designed for disinfecting toys, as needed * Detect breakages (broken parts, detached parts, etc.) and notify the educator. | | |

| **521 - Help maintain the outdoor play area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=361&comp=521&codProg=8213) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Good judgment * Proper application of work techniques * Proper use of equipment * Concern for the safety of babies, toddlers and preschoolers   **Tasks**    * Ensure there are no obstacles in the safety zones. * Carry out a visual inspection of play equipment daily. * Verify the quality of absorbent material in safety zones once a week. * Add clean sand as needed. * Verify the structural integrity of play equipment (guardrails, swings, slides, climbing apparatus, etc.). * Detect breakages (broken parts, detached parts, etc.) and notify the educator. * Record information on an inspection sheet. | | |

| **821302 - Assist the cook with various tasks** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=361&comp=821302&codProg=8213) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * staying within the limits of the occupation * Proper application of work techniques * Proper use of equipment and cleaning products * Patience * Concern for the safety of babies, toddlers and preschoolers   **Tasks**    * Prepare servings of desserts, juices, milk, fruit or vegetables, etc. * Place cookies, bread, etc. in baskets or on plates. * Carry trays or plates into dining room. * Make sure water is provided. * Bring trays of dirty plates, cups and cutlery back to the kitchen. * Soak cutlery. * Rinse dishes and cups. * Load and unload the dishwasher. * Clean small appliances (microwave oven, kettle, toaster, coffeemaker, etc.). * Clean and disinfect counters, sinks and faucets. * Sweep and wash floors. | | |

| **503 - Perform tasks prescribed by the waste management program** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=361&comp=503&codProg=8213) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of environmental laws and regulations * Proper application of work techniques * Concern for environmental protection   **Tasks**    * Carry garbage bags and place them in the dumpster. * Carry recycling bins and empty them in the proper container. * Empty composting bins into larger bins and place them in the designated area for pick-up. * Place all hazardous household waste products in the designated area. * Wash bins. | | |

| **821303 - Wash bedding, towels, cloths, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=361&comp=821303&codProg=8213) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Proper use of laundry products (detergents, bleaching agents, etc.)   **Tasks**    * Prepare the items to be washed. * Load the washer, adjust the settings, add detergent and run the machine. * Load the dryer, adjust the settings and run the machine. * Fold dried items and put them away. * Put away laundry products. | | |

## 8855  Assistant Childcare Educator

**M855**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=362)

|  |  |
| --- | --- |
| **Field of application** | Assistant childcare educators work in childcare or day care facilities, but not in a school day care facility. |
| **Other job titles** | No other job titles |
| **Information specific to the trade** | Section 4 of the Educational Childcare Regulation stipulates that “No person working in a childcare centre or day care centre facility while childcare is being provided, including a trainee or a volunteer who is present on a regular basis at the facility, may have an impediment related to the abilities and conduct required to hold a position in a childcare centre or day care centre . . . ” Day care workers must therefore consent to a record check to verify the absence of such an impediment. All persons under 18 years of age must be accompanied by an adult when in the presence of children attending a day care service. |

| **835501 - Assist the childcare educator when babies, toddlers and preschoolers arrive and depart ?** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=362&comp=835501&codProg=8355) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of the procedure to follow in emergency situations * staying within the limits of the occupation * Patience * Demonstration of affection * Concern for the safety of babies, toddlers and preschoolers * Constant vigilance   **Tasks**    * Greet parents and children when they arrive. * Take items brought by parents (bags of clothing, diapers, baby food, bottles, etc.) and put them in the designated location. * Distract children who are crying or comfort those who are sad. * Say goodbye to parents and children when they leave. | | |

| **835502 - Assist the childcare educator in providing basic care for toddlers and preschoolers ?** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=362&comp=835502&codProg=8355) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of the procedure to follow in emergency situations * staying within the limits of the occupation * Respect for physical, cultural, social differences, etc. * Good judgment * Patience * Accurate interpretation of non verbal language * Demonstration of affection * Concern for the safety of babies, toddlers and preschoolers * Vigilance   **Tasks**    * Receive instructions from the childcare educator regarding the care to be provided. * Provide help when children are dressing: encourage children to dress themselves or help them to do so; put on sweaters, button up coats, fasten zippers, lace up shoes, distinguish between the front and back of clothing and the right and left shoes, etc. * Provide help when children are eating: monitor children during meal and snack times, encourage children to put on bibs or help them to do so, ask them to wash their hands, distribute meals and snacks, check if children are eating well and, if not, notify the childcare worker, clean up messes, ask children to wipe their hands and faces, etc. * Provide help during naptime: monitor children during their naptime, make sure they are covered with blankets, close the curtains, turn on a nightlight, etc. * Provide help with regard to hygiene: accompany children to the bathroom, encourage them to brush their teeth, comb their hair, wash their hands, etc. * Comfort the children. * Detect any problems and notify the educator. * Follow procedures in place for emergency situations. | | |

| **835503 - Assist the childcare educator in providing basic care for babies** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=362&comp=835503&codProg=8355) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of the procedure to follow in emergency situations * staying within the limits of the occupation * Respect for physical, cultural, social differences, etc. * Good judgment * Patience * Accurate interpretation of non verbal language * Demonstration of affection * Concern for the safety of babies, toddlers and preschoolers * Vigilance   **Tasks**    * Receive instructions from the childcare educator regarding the care to be provided. * Provide help with clothing: put on pyjamas, coats, hats, etc. * Provide help with feeding: give bottles and feed babies. * Provide help during naptime: put babies in cradles or baby chairs. * Provide help with regard to hygiene: change diapers, wash various parts of the body, dry scalp, etc. * Rock or hold babies. * Detect any problems and notify the educator. * Follow procedures in place for emergency situations. | | |

| **835504 - Assist the childcare educator in preparing indoor and outdoor games and activities** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=362&comp=835504&codProg=8355) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of the procedure to follow in emergency situations * staying within the limits of the occupation * Appropriate judgment * Patience * Demonstration of affection * Concern for the safety of babies, toddlers and preschoolers * Constant vigilance   **Tasks**    * Receive instructions from the educator with regard to the schedule of activities. * Prepare arts and crafts supplies: prepare play dough, take out paint and colouring supplies, hand out paper and construction paper, hand out boxes of beads, display pictures and crafts, wash paintbrushes and containers, put supplies away after the activity and sweep the floor. * Prepare board games and put them away after the activity. * Take out sports equipment (balls, hockey sticks, nets, etc.) and put it away after the activity. * Take out musical instruments and songbooks and put them away after the activity. * Take out equipment for playing in the sand: take off the sandbox cover, take out buckets and shovels, trucks, etc., and put them away after the activity. * Participate in building a snow slide, a skating rink, etc. * Participate in monitoring the toddlers and preschoolers during free-play periods. * Participate in games at the request of the educator. | | |

| **835505 - Accompany the childcare educator during walks to the park or other outings: visits to museums, zoos, aquariums, sugar shacks, orchards, etc. ?** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=362&comp=835505&codProg=8355) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of procedures in place for outings * Clear communication with parents who are accompanying * Patience * Concern for the safety of babies, toddlers and preschoolers * Constant vigilance   **Tasks**    * Receive instructions from the educator as to how the activity will proceed. * Encourage the children to dress themselves or help them to do so. * Help the educator check that the children are ready for the outing: appropriate clothing, personal identification cards, clean hands and faces, combed hair, etc. * Notify the educator of any problems: child without rain boots, hat, warm jacket, scarf, etc. * Put babies in strollers. * Ask the children to hold the cord linking them together and check regularly that they are holding it. * Start and end the walk. * Help the children get in and out of a bus or another vehicle. | | |

| **835506 - Help to organize and set up the premises** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=362&comp=835506&codProg=8355) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Proper application of work techniques * Proper use of handling equipment * Concern for the safety of babies, toddlers and preschoolers   **Tasks**    * Receive instructions from the childcare educator with regard to setting up and organizing the premises. * Move and place dividers. * Move shelves, cupboards, bookshelves, etc. * Reorganize the reading area: arrange armchairs or cushions, put away books in bookshelves, check lighting, etc. * Reorganize the music area: arrange armchairs and cushions, put away CDs and cassettes, put away musical instruments, etc. * Reorganize the area for crafts and experiments: arrange tables and chairs, move containers of gouache or paint, paper, pencils, scissors, etc. * Reorganize play areas: kitchenette and dolls, construction games, puppet theatre, computer corner, etc. * Reorganize the nap area: rearrange beds or mats, make beds, etc. * Reorganize the eating and snack area: arrange tables, chairs, etc. * Put up decorations for birthdays and holidays. * Detect breakages (broken parts, detached parts, etc.) and notify the educator. | | |

| **520 - Clean and disinfect toys** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=362&comp=520&codProg=8355) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Appropriate judgment * Proper use of equipment and cleaning products * Concern for the safety of babies, toddlers and preschoolers * Cleanliness of toys   **Tasks**    * Soak toys in soapy water. * Clean toys. * Dry toys. * Use equipment designed for disinfecting toys, as needed * Detect breakages (broken parts, detached parts, etc.) and notify the educator. | | |

| **521 - Help maintain the outdoor play area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=362&comp=521&codProg=8355) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Good judgment * Proper application of work techniques * Proper use of equipment * Concern for the safety of babies, toddlers and preschoolers   **Tasks**    * Ensure there are no obstacles in the safety zones. * Carry out a visual inspection of play equipment daily. * Verify the quality of absorbent material in safety zones once a week. * Add clean sand as needed. * Verify the structural integrity of play equipment (guardrails, swings, slides, climbing apparatus, etc.). * Detect breakages (broken parts, detached parts, etc.) and notify the educator. * Record information on an inspection sheet. | | |

| **835507 - Ensure the safety of babies, toddlers and preschoolers 2** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=362&comp=835507&codProg=8355) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of the procedure to follow in emergency situations * Constant vigilance * Concern for the safety of babies, toddlers and preschoolers * Demonstration of sense of responsibility   **Tasks**    * Recognize situations that pose a risk. * Watch over the children inside the premises, outside the building and during field trips. * Implement preventive and control measures: close and lock doors and windows, pick up objects that are scattered around, etc. * Put all broken objects and toys out of reach. * Detect any problems and notify the educator. | | |

## 8856  Recreation Assistant

**M856**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=425)

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| --- | --- |
| **Field of application** | Recreation assistants work in unionized or nonunionized public or private long-term care residential centres, private for-profit residences, family residences or day centres. They may also work for companies offering recreation services. Recreation Assistants work with autonomous, semi-autonomous or non-autonomous seniors, handicapped people or adults with mental health problems, under the supervision of a recreologist, a recreation technician or the person in charge of the residence. |
| **Other job titles** | Recreation aid; recreation monitor |
| **Information specific to the trade** | Under the Act to amend various legislative provisions concerning health and social services in order, in particular, to tighten up the certification process for private seniors’ residences, recreation assistants must consent to having their judicial records verified. |

| **835601 - Set up the room or outdoor activity area** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=425&comp=835601&codProg=8356) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Observance of the schedule * Close collaboration with volunteers * Recognition of the importance of recreation to the physical and psychological well-being of human beings * Constant concern for individuals’ health, safety and well-being   **Tasks**    * Receive instructions from the person in charge with respect to the planned activity and objective (social activities such as playing bingo, cards, checkers, dominoes, etc.; cultural activities such as a concert, show, etc.; sports activities such as gentle gymnastics, bean bag tossing, etc.; or recreational activities relating to holidays or birthdays). * Find out the number of residents who will be participating in the activity, their names, their physical fitness levels as well as their abilities, areas of interest and special needs. * Ensure that there are enough chairs or easy chairs for the residents, members of their families and volunteers, if applicable. * Arrange the easy chairs, chairs and tables. * Set the table for the snack, if needed, use a tablecloth, set out the glasses, plates, cutlery, napkins, etc. * Decorate the room: put up posters, blow up balloons, put up party decorations, place flowers, etc. * Get crafting materials, board games, musical instruments, etc., and put them out on the tables. * Get the equipment needed for the physical activities. * Check that all the electronic equipment is working (sound system, home theatre or television system, game console, computers, etc.) and replace the batteries in game accessories. * Open or close curtains and windows; turn the lights on or off. * Post the activity’s schedule (on the door of the room, in the lobby, a corridor or the elevator). * Inform the person in charge if a game or piece of equipment is incomplete or broken or if an organizational problem arises. | | |

| **835602 - Welcome the residents** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=425&comp=835602&codProg=8356) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Observance of rules of behaviour * Respect for physical, cultural, social differences, etc. * Respect for the philosophy of the establishment * Warm welcome * Clear communication * Discretion * Courteous service * Adoption of appropriate behaviours towards clients with reduced physical and cognitive autonomy * Demonstration of good humour and dynamism   **Tasks**    * Greet the people and family members, if applicable. * Adapt your communication style to the abilities and disabilities of the people present. * Invite people to take their places or accompany people with reduced mobility or impaired vision to their chair or easy chair and help them sit down. * Go and get people from their rooms and take them back after the activity. | | |

| **835603 - Assist the residents during the social, cultural, sports or recreational activity** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=425&comp=835603&codProg=8356) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * staying within the limits of the occupation * Observance of rules of behaviour * Respect for the philosophy of the establishment * Clear communication * Adoption of appropriate behaviours towards clients with reduced physical and cognitive autonomy * Demonstration of good humour and dynamism * Constant concern for individuals’ health, safety and well-being   **Tasks**    * Encourage people to participate in the activity, taking their abilities and disabilities into account. * Remind participants of the rules of the game. * Do a demonstration. * Help people to put on safety equipment. * Participate in the activity: hand out accessories, help participants, fill in if a team lacks a member, sing, etc. * Help serve the snack: serve hot or cold beverages, prepare food portions, etc. * Talk with participants and ask about their interest in the activity. * Watch out for participants’ safety. * Communicate your observations to the person in charge. * Detect problems (conflicts, aggressiveness, harassment, etc.) and notify the person in charge. * Follow the instructions for emergency situations. | | |

| **835604 - Accompany a group of residents on an outing—cultural, recreational, sports, etc.** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=425&comp=835604&codProg=8356) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of the procedure to follow in emergency situations * Observance of rules of behaviour * Respect for the philosophy of the establishment * Clear communication * Adoption of appropriate behaviours towards clients with reduced physical and cognitive autonomy * Demonstration of good humour and dynamism * Constant concern for individuals’ health, safety and well-being   **Tasks**    * Receive instructions from the person in charge regarding the type of activity, the place, schedule, transportation, etc.). * Receive instructions on the special health problems of individuals (person to contact in case of an emergency, doctor, medication, etc.). * Ensure that participants bring their medications, blood glucose monitors, etc. * Help people get dressed (help with coats, boots, hats, etc.). * Ensure that people are dressed in accordance with the weather and that their clothing is appropriate. * Help people move around (go to the meeting place, get on and off the bus, etc.). * Talk with participants and ask about their interest in the outing. * Watch out for participants’ safety. * Communicate your observations to the person in charge. * Detect problems (conflicts, aggressiveness, harassment, etc.) and notify the person in charge. * Follow the instructions for emergency situations. | | |

| **835605 - Take care of external resource people** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=425&comp=835605&codProg=8356) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Observance of rules of behaviour * Warm welcome * Clear communication   **Tasks**    * Receive instructions from the person in charge with respect to the planned activity (musicians, actors, animal therapists, physical activity specialists, etc.), the objective and the invited resource people. * Greet the resource people when they arrive. * Show an interest in the animals. * Direct the resource people to the activity room, the living room or the residents’ rooms: show them the way, show them where to find the elevators, washrooms, etc. * Introduce the resource people. * Offer to help the resource people carry their materials or musical instruments, hold the leashes of their animals, etc. * Take the resource people back to the lobby. * Thank the resource people and say good-bye to them. | | |

| **835606 - Clean up the room** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=425&comp=835606&codProg=8356) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper application of work techniques * Proper use of equipment * Order and cleanliness   **Tasks**    * Pick up game materials and equipment and store them all. * Clear the tables and wipe them down. * Load the dirty dishes, glasses, cups and cutlery on the carts. * Put the chairs and easy chairs back in their places. * Pick up the trash. * Sweep the floors. | | |

| **720 - Take action in an emergency situation** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=425&comp=720&codProg=8356) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * staying within the limits of the occupation * Compliance with the institution's emergency protocol * Proper use of the material in the first-aid kit * Self-control * Promptness   **Tasks**    * Recognize that the situation is an emergency. * Notify the person in charge or call the emergency number (310-4141 or 911). * Apply the prescribed measures. * Reassure the person and stay with them until help arrives. * Intervene while being mindful of your own safety. * Write an event report. | | |

# **Sector : 21 - Beauty Care**

## 8666  Hair Salon Assistant

**M666**[](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=312)

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| --- | --- |
| **Field of application** | Hair salon assistants work in a hair salon. |
| **Other job titles** | No other job titles |

| **816601 - Keep an appointment book** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=312&comp=816601&codProg=8166) | **2** |
| --- | --- | --- |
| **Performance criteria**    * staying within the limits of the occupation * Compliance with company policies * Attentive listening to clients * Courteous service * Relevant, accurate and clear information provided   **Tasks**    * Take telephone calls. * Provide general information on the services offered, the rates, opening hours, etc. * Consult the appointment book. * Book appointments. * Confirm appointments. * Change appointments. * Complete client charts. * Deliver messages. | | |

| **816602 - Greet clients (with or without an appointment)** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=312&comp=816602&codProg=8166) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Compliance with work instructions * Appropriate personal appearance * Pleasant demeanour   **Tasks**    * Welcome the client and check the appointment. * Invite the client to remove her or his coat and have a seat. * Take out the client chart. * Invite the client to make herself or himself comfortable. * Offer magazines or newspapers. * Prepare and offer a beverage and/or snack. | | |

| **816603 - Shampoo hair** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=312&comp=816603&codProg=8166) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Observance of manufacturer’s specifications * Good personal hygiene * Constant concern for client’s comfort * Order and cleanliness   **Tasks**    * Set up the client. * Untangle and brush hair. * Adjust the water temperature and flow. * Wet the hair. * Apply the shampoo recommended by the hairdresser. * Massage the scalp. * Apply the conditioner or detangler recommended by the hairdresser, if necessary. * Rinse the hair well and pat dry. * Lightly clean the work area. | | |

| **816604 - Display hair products and other types of products** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=312&comp=816604&codProg=8166) | **2** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Compliance with work instructions * Accurate and visible labelling * Visibility of brand names * Compliance with display plan * Order and cleanliness   **Tasks**    * Become familiar with the display plan. * Check that the products are available. * Label products: prepare and affix the labels. * Clean the existing displays. * Rotate products: check expiry dates and remove expired or damaged products. * Arrange products on counters, shelves, displays, etc. * Display any current specials. * Set up or remove decorations according to the season, special event, etc. * Notify the person in charge when inventories are low. | | |

| **816605 - Clean and tidy up the premises** | [**Add to my plan**](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=fiche&id=312&comp=816605&codProg=8166) | **1** |
| --- | --- | --- |
| **Performance criteria**    * Observance of occupational health and safety rules * Observance of hygiene and cleanliness rules * Compliance with work instructions * Proper use of equipment and cleaning products * Compliance with storage plan * Order and cleanliness   **Tasks**    * File client charts. * Wash, dry and fold towels and smocks. * Clean and disinfect work tools. * Clean and disinfect sinks. * Clean and tidy up the work areas. * Sweep the floors. * Dust counters and clean mirrors. * Clean and disinfect washrooms. * Empty garbage cans and take out the garbage. | | |