

# Essential Skills in Jobs

Occupation: Custodian (sample)

Identify (using a checkmark) which Essential Skills a custodian uses to complete the requirements of the job.

Essential Skill	<input checked="" type="checkbox"/>	For each Essential Skill, describe a sample task that might be performed by a worker in this occupation.
Reading Text	<input checked="" type="checkbox"/>	Read cleaning product labels to understand how to use them.
Writing	<input checked="" type="checkbox"/>	Write inspection reports to describe problems and maintenance requirements for the supervisor's review.
Document Use	<input checked="" type="checkbox"/>	Complete timesheet.
Computer Use	<input type="checkbox"/>	
Oral Communication	<input checked="" type="checkbox"/>	Interact with supervisors to receive work assignments, discuss priorities and report problems.
Money Math	<input type="checkbox"/>	
Scheduling or Budgeting and Accounting	<input type="checkbox"/>	
Measurement and Calculation	<input type="checkbox"/>	
Data Analysis	<input type="checkbox"/>	
Numerical Estimation	<input checked="" type="checkbox"/>	Estimate the correct volume of cleaning fluid which needs to be added to a bucket of water.
Job Task Planning and Organizing	<input type="checkbox"/>	
Decision Making	<input checked="" type="checkbox"/>	Decide how best to accomplish cleaning tasks in the allocated time.
Problem Solving	<input checked="" type="checkbox"/>	Deal with public pressure to use scent-free products which reduce the likelihood of allergic reaction. In response to complaints, identify suitable and cost-effective alternative products and monitor their practical effectiveness.
Finding Information	<input checked="" type="checkbox"/>	Consult Material Safety Data Sheets (MSDS) to find out a product's chemical composition and how to use it safely.
Critical Thinking	<input type="checkbox"/>	