

Skills List With Definitions

Skills	Definitions
Accounting/Bookkeeping	Analytical, computer, and communication skills
Arts and Crafts	Demonstration skills, able to explain techniques and purposes of handicraft, skilled in painting, drawing, paper or other goods
Baking	Follow directions according to recipes, using an oven, rolling dough
Bartending	Mix and serve drinks following standard recipes, collects cash, customer service, serving drinks and arranging glasses
Bicycle Mechanics	Knowledge of bicycle mechanics and parts, repair and service bicycles and accessories
Biking	Ride bikes, basic repair and patch skills, appropriate physical endurance level
Boating (Canoe, Kayak, Raft)	Able to swim, knowledge of water and boating, teamwork, direction
Carpentry	able to construct, repair and install structures, able to use hand tools and power tools
Childcare	patient, mature, likes children
Cleaning	takes direction well, able to lift heavy items, efficient, able to work well under own supervision, sweep, clean, linens
Coaching	Analyze and monitor athletic performance. Should be mature, possess leadership skills, must like sports
Computer Software Knowledge	4+ years computer knowledge
Cooking	Able to plan menus and cook meals, follow recipes, use knives, work well with others
Customer Service	Works well with people, friendly, patient, takes direction well, strong communicator
Digital Photography	Digital software knowledge, 1+ years photography skills
Dishwashing	Able to follow direction, work with water and cleaning agents
Driving	Clean driving records, driving experience with large vehicles, possess international driver's license
Electrician	Plans layout, installs, and repairs wiring. Has knowledge of electrical fixtures
Farming	Has knowledge of agriculture, land and farming equipment. Operates machinery and monitors/maintains crops.
Filing	Strong organizational skills. Categorizes and files paper and other office items in appropriate place.
First Aid/CPR	Is certified in First Aid/CPR. Has health education background. Good with the public.
Food Service	Knowledge of food industry. Has experience in preparing, serving and/or clearing. May serve drinks as well.
Gardening	Experience in landscaping, pruning, watering, mowing, knowledge of plants and their climate and water needs.
Golf	Skilled in the sport--knowledge of the game, swinging clubs, greens, driving range.
Grounds Work	Maintaining public or private grounds area. Mowing and trimming lawns, maintaining flowers, using hand tools, picking up trash
Hiking	Physical endurance, knowledge of the outdoors, outdoor living skills
Horse Riding	Experience in horseback riding (English, Western and/or Bareback styles).
House Painting	Strips, sands and paints the exterior and interior of private and commercial buildings. Requires physical endurance.
Lifeguard	Knows how to swim and is comfortable in the water. Has already passed lifeguard certification or is willing to take a course.
Maintenance	Has handy skills around the house. Able to fix minor problems related to plumbing, construction, electrical.
Mechanic	Knowledge of automobile mechanics and repairs. Able to use hand tools, detect problems and find solutions.
Money/Cash Handling	Has experience counting cash and strong math skills.
Organization	Enjoys organizing and is good at filing, categorizing and putting things in their proper place.
Phone sales	Positive, upbeat nature, persuasive, strong communication and good at sales. Comfortable soliciting over the phone.
Phone skills	Strong communicator, strong English. Speaks clearly and effectively and enunciates well. Can operate a switchboard.
Photography	Experience with camera, film, taking pictures and developing film. May encourage customers to have their picture taken.
Physical/Manual labor	Requires strength, physical endurance, patience. Can lift at least 50 pounds. Ability to work under own supervision and outside.
Plumbing	Has knowledge of pipes, fittings, drainage systems, water heaters, sinks, toilets. Is able to detect problems and make repairs

Prep Cooking (chopping/preparing)	Can chop and prepare food, use knives, work with others and follow instruction well.
Public Speaking	Has a loud and clear voice, effective communicator, engaging personality.
Sales	Provides customer service, answers questions about merchandise and promotes the items for sale. Arranges store front, is friendly.
Skiing	Has skiing experience and ability. Physically fit and likes cold weather.
Snowboarding	Has snowboarding experience and ability. Physically fit and likes cold weather.
Swimming	Able to swim all 4 strokes and swim underwater. Has strong endurance and experience in the sport.
Tour Guiding	Engaging personality, friendly, helpful, strong communication skills. Has experience leading large groups.
Typing	Operates typewriter or computer to create documents. Is able to follow verbal and written instruction. Can touch type and type quickly.
Working outside	Can endure extreme weather conditions and work long hours with self supervision.
Workshop Tool Skills	Has experience with workshop tools, hand tools, is creative and able to make repairs.