

# WOTP DIRECTORY OF SEMISKILLED TRADES

## Summary Document

Valid for the 2021-2022 school year


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Source: Ministère de l'Éducation du Québec (MEQ)

The information contained in this Summary document should not be considered an official source of information. This Summary document has been designed by the CREATE Subcommittee to be used as a quick reference tool when access to the online version of the Directory of Semiskilled Trades is either impossible or impractical. To ensure proper certification for students, it is strongly advised to verify semiskilled trade titles, codes and competencies with the official online version of the Directory of Semiskilled Trades, as found at the following website:

[http://www1.mels.gouv.qc.ca/sections/metiers/index\\_en.asp?page=recherche](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=recherche)

### **Please make note:**

This symbol  may appear next to the title of certain semiskilled trades in the Directory to indicate that they have not been revised or validated by the *Comité sectoriel de main-d'œuvre* (workforce sectoral committee) of the related sector. Once they have been thoroughly revised, some of these trades may be kept as is, modified or withdrawn from the Directory of Semiskilled Trades. *Please note that Tire Installer (Sector 10: #8843) and Birch Syrup Production Labourer (Sector 2: #8858) are in this category.*

Competencies in *italics* are optional and not required in all workplaces. They could be included in a student's training plan if the practicum setting offers the opportunity for the student to apply them.

Appended to this Summary is a document that highlights only the names of the semiskilled trades. *Please note that Stock Handler still appears twice: in Sector 1: #8798 and Sector 11: #8794.*

*Created by the WOTP Project Team*

## Sector 01 - Administration, Commerce and Computer Technology

### 8795 Film Developer

*Film developers work for small photo labs (silver-based and digital) whose customer base is comprised of the general public and amateur photographers.*

- 829501 - Assist customers at the photo counter
- 829502 - Develop film photos
- 10 - Receive payment from customers
- 710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.
- 101 - Keep the store clean and orderly

### 8796 Video Store Clerk

*Video store clerks work in video stores.*

- 829601 - Serve customers in a video store
- 10 - Receive payment from customers
- 829602 - Verify and process returned movies, video games and equipment
- 829603 - Provide telephone service
- 710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.
- 829604 - Organize movies and video games
- 81 - Display merchandise
- 829605 - Monitor the premises
- 101 - Keep the store clean and orderly

### 8692 Door Greeter

*Door greeters work in superstores or warehouse stores.*

- 819201 - Serve customers
- 819202 - Keep the work area in order
- 819203 - Monitor the comings and goings of customers
- 819204 - Intervene when the theft detection system is set off

### 8797 Tool and Equipment Rental Clerk

*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.*

- 829701 - Serve customers at a tool or equipment rental counter
- 829702 - Prepare the tool or equipment and give it to the customer
- 10 - Receive payment from customers
- 829703 - Check and register the tool or equipment upon return
- 829704 - Maintain tools or equipment
- 829705 - Install blades or accessories on tools or equipment
- 712 - Handle food and other products
- 134 - Keep a motorized equipment business clean and orderly

### 8723 Coat Check Attendant

*Coat check attendants work in coatrooms of shopping centres, concert halls, museums, hotels, restaurants, sports centres.*

- 822301 - Serve clients at coatroom counter
- 822302 - Provide coat check service
- 822303 - Provide package check service
- 822304 - Manage loans or rentals of strollers and wheelchairs
- 10 - Receive payment from customers
- 822305 - Check and register strollers and wheelchairs upon return
- 822306 - Provide telephone service
- 822307 - Keep coatroom clean and orderly

### 8748 Dry Cleaner Counter Attendant

*Dry cleaner counter attendants work at a counter in a dry cleaning establishment.*

- 824801 - Answer questions by customers at a dry cleaner's counter
- 824802 - Provide counter service in a dry cleaning establishment
- 10 - Receive payment from customers
- 824803 - Wrap the clothing or other items that have been cleaned
- 824804 - Provide telephone service in a dry cleaning establishment
- 81 - Display merchandise
- 824805 - File the order forms
- 101 - Keep the store clean and orderly

### **8798 Stock Handler**

*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. 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
- 829802 - Prepare merchandise for sale
- 829803 - Handle merchandise
- 829804 - Arrange merchandise in the sales area
- 829805 - Answer clients' requests
- 829806 - Help deliver orders
- 829807 - Keep the premises orderly and clean
- 522 - Operate a lift truck
- 714 - Take action in the event of a minor incident or problem

### **8793 Cashier**

*Cashiers work in retail businesses or in grocery stores.*

- 829301 - Open the checkout
- 829302 - Prepare the shelves and display cases located near the checkout
- 829303 - Serve the customers at the checkout
- 829304 - Carry out sales-related transactions
- 829305 - Close the checkout
- 829306 - Maintain a clean and tidy checkout area
- 829307 - Dealing with a robbery

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

### **8634 Garden Centre Worker**

*The employee works in a garden centre.*

- 813401 - Receive and handle merchandise in a Garden Centre
- 81 - Display merchandise
- 813403 - Avoid losses of merchandise
- 813402 - Clean the work areas and put away products in a Garden Centre

### **8637 Landscape Labourer**

*Landscape labourers perform a variety of tasks, with the exception of landscape maintenance, preparation of plants for the winter, protection of plants against insects and disease, and garden work.*

- 813701 - Load and unload materials and equipment at a site
- 813702 - Help with landscaping activities
- 813703 - Help plant trees, shrubs and plants
- 813704 - Maintain the work areas and equipment

## **8638 Florist's Helper**

*Florist's helpers work in retail establishments*

813801 - Serve customers

10 - Receive payment from customers

813802 - Help take care of cut flowers and plants

813803 - Help the florist prepare wreaths, floral arrangements and bouquets

813804 - Receive and display merchandise at the florist's

101 - Keep the store clean and orderly

## **8799 Livestock Worker**

*Livestock workers are employed on dairy farms, in beef, pork, or lamb processing facilities, or rabbit, horse or dairy goat farms. The Highway Safety Code stipulates that a class 8 licence authorizes the holder to drive a tractor only. If you hold a driver's licence or probationary licence belonging to any other class, with the exception of class 6 D and 6 E, you may also drive a tractor.*

712 - Handle food and other products

829901 - Drive a tractor

829902 - Prepare the fields

829903 - Help the producer harvest and store forage, grain or oilseed plants

829904 - Perform tasks related to caring for a herd

829905 - Perform tasks related to building maintenance

829906 - Help the producer with various dairy production tasks

829907 - Help the producer with various pork production tasks

## **8800 Stable Hand**

*Stable hands work in the stables of training centres, equestrian centres, riding centres, racetracks or breeding farms.*

830001 - Maintain the stables and maneges

830002 - Attend to the basic needs of horses

830003 - Maintain the horses' equipment

830004 - Prepare the horses for training or riding

713 - Greet clients

## **8801 Attendant-Pet Care**

*Pet care attendants work in retail pet shops, animal shelters, short- or long-term boarding kennels, breeding kennels, dog training schools and veterinary establishments.*

830101 - Maintain the living quarters of animals

830102 - Maintain public areas

830103 - Attend to the basic needs of dogs, cats or other small mammals

830104 - Attend to the basic needs of birds or reptiles

830105 - Attend to the basic needs of fish

712 - Handle food and other products

710 - Receive, or help receive merchandise, raw materials, semi-finished products, etc.

81 - Display merchandise

830106 - Serve customers in a pet shop, training school, animal shelter, kennel, etc.

830107 - Help veterinarians and animal health technicians

## **8802 Poultry Farm Labourer**

*Poultry farm labourers are employed on farms specialized in chicken or turkey production or in consumer or hatching-egg production. They may also work on game bird farms (specialized in the production of quails, guinea fowls, partridges, pheasants, etc.).*

712 - Handle food and other products

830201 - Maintain the hen house

830202 - Maintain the equipment

830203 - Collect eggs

830204 - Participate in other related tasks

### **8803 Wild Animal Attendant**

*Wild animal attendants work in a zoo or a wild animal sanctuary. They may also work with a fur breeder.*

- 830301 - Maintain the sites used by the animals
- 830302 - Attend to the basic needs of the animals
- 830303 - Participate in preparing and giving educational presentations
- 830304 - Receive or give information to colleagues or superiors
- 712 - Handle food and other products
- 830305 - Help maintain buildings
- 830306 - Drive a small vehicle

### **8804 Grooming Assistant**

*Grooming assistants work in a grooming salon.*

- 713 - Greet clients
- 830401 - Interact with animals
- 830402 - Provide the animals with basic hygiene care
- 830403 - Bath the animals
- 830404 - Maintain the cages and enclosures
- 830405 - Maintain the work and reception areas
- 712 - Handle food and other products
- 81 - Display merchandise

### **8805 Fish Processing Worker**

*Fish processing workers are employed in fish processing plants (herring, halibut, cod, mackerel, flounder, ocean perch, etc.). The equipment used at these plants may be conventional or automated. Fish processing workers do not work in secondary or tertiary processing plants nor in fish stores.*

- 31 - Receive seafood products
- 32 - Prepare for the work
- 830501 - Prepare fresh fish
- 140 - Operate the automated seafood processing equipment
- 830502 - Refrigerate or freeze the fish
- 715 - Package food and non-food products
- 511 - Record information related to production
- 716 - Keep the workspace clean and orderly, in a food processing plant

### **8806 Shellfish Processing Worker**

*Shellfish processing workers are employed in shellfish processing plants (northern shrimp, lobster, crab, etc.). The equipment used at these plants may be conventional or automated. Shellfish processing workers do not work in secondary or tertiary processing plants nor in fish stores.*

- 31 - Receive seafood products
- 32 - Prepare for the work
- 830601 - Extract flesh from shellfish
- 830602 - Dismember the shellfish
- 140 - Operate the automated seafood processing equipment
- 250 - Cook the shellfish or mollusks
- 830603 - Refrigerate or freeze the shellfish
- 715 - Package food and non-food products
- 511 - Record information related to production
- 716 - Keep the workspace clean and orderly, in a food processing plant

### **8807 Mollusk Processing Worker**

*Mollusk processing workers are employed in mollusk processing plants (mussels, scallops, oysters, soft shell clams, etc.). The equipment used at these plants may be conventional or automated. Mollusk processing workers do not work in secondary or tertiary processing plants nor in fish stores.*

- 31 - Receive seafood products
- 32 - Prepare for the work

- 830701 - Extract flesh from mollusks
  - 140 - Operate the automated seafood processing equipment
- 250 - Cook the shellfish or mollusks
- 830702 - Refrigerate or freeze the mollusks
- 715 - Package food and non-food products
- 511 - Record information related to production
- 716 - Keep the workspace clean and orderly, in a food processing plant

### **8808 Seafood Lander**

*Seafood landers are employed by seafood processing plants that process fish, crustaceans or mollusks. Their tasks mainly take place on a commercial boat or on a wharf. 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.*

- 830801 - Prepare the commercial fishing boat (trawler, lobster boat, etc.) for landing its catch
- 830802 - Unload the commercial fishing boat (trawler, lobster boat, etc.)
  - 522 - Operate a lift truck
  - 523 - Help load and unload the truck
- 830803 - Wash the ship after landing the seafood products

### **8768 Maple syrup production labourer**

*Maple syrup production labourers work for maple syrup producers. Producers with more than 20 000 taps often employ labourers.*

- 826801 - Carry out sugar bush maintenance
- 826802 - Take part in installing the maple sap vacuum collection system
- 826803 - Prepare and install the spiles
- 826804 - Take part in tapping and removing taps from maple trees
- 826805 - Check that the maple sap vacuum collection system is watertight
- 826806 - Wash, disinfect and rinse the maple sap vacuum collection system
- 826807 - Wash, disinfect and rinse syrup production equipment
- 826808 - Put the maple syrup into containers
- 826809 - Assist sugar bush staff in carrying out various tasks

### **8769 Indoor Plant Tender**

*Plant tenders work for companies that provide specialized horticultural services to government ministries, public bodies or companies in the private sector. They work alone.*

- 826901 - Prepare to visit the customer for the first time
- 826902 - Prepare the plants for transportation
- 826903 - Ensure client service
- 826904 - Carry out regular maintenance of indoor plants
- 826905 - Keep the premises clean and maintain the equipment

### **8778 Production Horticulture Labourer**

*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.*

- 827801 - Prepare and sort horticulture products
- 827802 - Pack horticultural products
- 827803 - Handle horticultural and other products
- 827804 - Help install irrigation systems
- 827805 - Help with the seeding or planting of horticultural produce
- 827806 - Help with the work to enhance horticultural production
- 827807 - Help harvest horticultural produce
- 827808 - Help horticultural workers in carrying out various tasks

## **8809 Gatherer of Non-Timber Forest Products**

*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.*

830901 - Prepare for harvesting

830902 - Gather berries (blueberries, strawberries, raspberries, blackberries, cranberries, cloudberries, saskatoon berries, highbush cranberries, etc.)

830903 - Gather mushrooms (boletes, lobster mushrooms, sheep's foot, morels, oyster mushrooms, chanterelles, shaggy mane, etc.)

830904 - Gather plants (soapwort, fiddleheads, Labrador tea leaves, cattails, seaweed, glasswort, etc.), branches or tree bark

830905 - Gather and prepare balsam fir gum

553 - Survival in a remote area

717 - Take action in an emergency situation in a remote area

524 - Drive an ATV, snowmobile or motorboat

## **8858 Birch Syrup Production Labourer**

*Birch syrup production labourers work for small birch syrup producers.*

835801 - Explore the birch forest

835802 - Prepare the production equipment

835803 - Tap and remove taps from birch trees

835804 - Harvest the birch sap

835805 - Take part in implementing the entire evaporation procedure

835806 - Put the birch syrup into containers

835807 - Assist in maintaining the premises

835808 - Prepare firewood

Working Document

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

### **8810 Deli or Cheese Counter Clerk**

*Deli or cheese counter clerks work in deli or cheese shops, or at the deli or cheese counter in grocery stores or supermarkets. They do not make cheese.*

710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.

712 - Handle food and other products

831001 - Prepare deli meats and cheeses

715 - Package food and non-food products

22 - Stock the counters, freezers, shelves or display cases

831002 - Serve customers at the deli or cheese counter

10 - Receive payment from customers

102 - Clean and tidy up the workspace and counters

### **8811 Fish Clerk**

*Fish clerks work in fish shops or at the fish counter in grocery stores or supermarkets. They do not work in fish processing plants.*

710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.

712 - Handle food and other products

831101 - Prepare fish and fish products

715 - Package food and non-food products

22 - Stock the counters, freezers, shelves or display cases

831102 - Serve customers at the fish counter

10 - Receive payment from customers

102 - Clean and tidy up the workspace and counters

### **8812 Grocery Store or Supermarket Clerk**

*Grocery store or supermarket clerks work in grocery stores or supermarkets.*

710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.

712 - Handle food and other products

22 - Stock the counters, freezers and shelves or display cases

831201 - Serve customers in a grocery store or supermarket

10 - Receive payment from customers

102 - Clean and tidy up the workspace and counters

### **8813 Cook's Helper**

*Cook's helpers work in the kitchen of restaurants, hotels, institutions, cafeterias, caterers, grocery stores or supermarkets.*

710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.

712 - Handle food and other products

255 - Prepare raw foodstuffs

831301 - Perform basic preparation techniques for dishes

831302 - Perform basic preparation techniques for desserts

251 - Prepare breakfasts

715 - Package food and non-food products

22 - Stock the counters, freezers, shelves or display cases

83303 - Serve customers at a prepared foods counter

102 - Clean and tidy up the workplace and counters

### **8814 Butcher's Helper**

*Butcher's helpers work in butcher shops or at the meat counter in grocery stores or supermarkets. They do not work in slaughterhouses.*

710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.

712 - Handle food and other products

83401 - Prepare meat and butcher products

715 - Package food and non-food products

20 - Package and label food and nonfood products

22 - Stock the counters, freezers, shelves or display cases

831402 - Serve customers at the butcher counter

10 - Receive payment from customers

102 - Clean and tidy up the workspace and counters

### **8815 Baker's Helper**

*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.*

710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.

712 - Handle food and other products

831501 - Set up for the day's production

831502 - Perform activities related to the preparation of baked goods

831503 - Bake baked goods

831504 - Perform activities related to the preparation of pastries

715 - Package food and non-food products

22 - Stock the counters, freezers, shelves or display cases

831505 - Serve customers at the baked goods counter

10 - Receive payment from customers

102 - Clean and tidy up the workspace and counters

### **8816 Fruit and Vegetable Clerk**

*Fruit and vegetable clerks work in markets, fruit stores or at the fruit and vegetable counter in grocery stores or supermarkets.*

710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.

712 - Handle food and other products

831601 - Prepare fruits and vegetables

715 - Package food and non-food products



- 22 - Stock the counters, freezers, shelves or display cases
- 831602 - Serve customers at the fruit and vegetable counter
- 10 - Receive payment from customers
- 102 - Clean and tidy up the workspace and counters

### **8817 Convenience Store Clerk**

*Convenience store clerks work in service station/convenience stores or convenience stores.*

- 710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.
- 712 - Handle food and other products
- 715 - Package food and non-food products
- 22 - Stock the counters, freezers, shelves or display cases
- 831701 - Serve customers in a convenience store
- 831702 - Provide service at the gas pump
- 10 - Receive payment from customers

### **8818 Food Service Helper**

*Food service helpers work in restaurants, institutions or cafeterias.*

- 132 - Set tables in a dining room or bar
- 831801 - Serve water, condiments and various foods
- 400 - Clear tables
- 712 - Handle food and other products
- 401 - Keep the dining room or bar clean and orderly
- 402 - Keep public areas clean and orderly

### **8618 Food and Beverage Server in a Chain Restaurant**

*These food and beverage servers work in chain restaurants or in restaurants where menus are standardized and repetitive.*

- 132 - Set tables in a dining room or bar
- 811801 - Greet customers
- 811802 - Serve food and drinks
- 400 - Clear tables
- 10 - Receive payment from customers
- 401 - Keep the dining room or bar clean and orderly
- 402 - Keep public areas clean and orderly

### **8819 Fast-Food Counter Attendant**

*Fast-food counter attendants work in fast food restaurants, and their tasks vary depending on the type of restaurant. They may prepare a variety of sandwiches (submarine, panini, pita, etc.) and serve them to customers, they may fry French fries and serve customers chicken nuggets and hamburgers that have already been cooked, or they may only take orders and prepare and serve beverages.*

- 710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.
- 712 - Handle food and other products
- 255 - Prepare raw foodstuffs
- 831901 - Prepare fast-food dishes
- 251 - Prepare breakfasts
- 22 - Stock the counters, freezers, shelves or display cases
- 831902 - Serve customers at a fast-food counter
- 10 - Receive payment from customers
- 102 - Clean and tidy up the workspace and counters
- 402 - Keep public areas clean and orderly

### **8820 Food-Processing Worker**

*Food-processing workers work in traditional or automated plants that process dairy, meat, fish, baked goods, fruits and vegetables or any other food product.*

- 712 - Handle food and other products
- 832001 - Assist food-processing equipment operators

832002 - Perform tasks related to product packaging  
716 - Keep the workspace clean and orderly, in a food processing plant

### **8821 Cheese Maker's Helper**

*Cheese maker's helpers work in traditional, semi-industrial or industrial cheese factories.*

712 - Handle food and other products  
832101 - Prepare the work  
832102 - Prepare the equipment for making the cheese products  
832103 - Shape the cheese products  
812104 - Prepare the cheese for shipping  
716 - Keep the workspace clean and orderly, in a food processing plant

### **8822 Industrial Butcher's Helper**

*Industrial butcher's helpers work in meat and poultry slaughtering, cutting and processing establishments.*

832201 - Prepare the work materials  
832202 - Prepare the animals to be cut up  
832203 - Eviscerate the animals  
832204 - Cut up carcasses  
832205 - Perform primal cuts  
716 - Keep the workspace clean and orderly, in a food processing plant

### **8823 Sports Equipment Rental Attendant**

*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.*

718 - Serve the customers of a sports equipment rental or repair business  
10 - Receive payment from customers  
832301 - Inspect and process the returned equipment  
832302 - Maintain sports equipment  
505 - Keep the work areas clean and orderly in a sports equipment rental or repair business

### **8668 Packer**

*Packers work in grocery stores or supermarkets.*

816801 - Pack groceries  
816802 - Provide car order service  
816803 - Help the cashier  
816804 - Clean public areas in a grocery store  
816805 - Participate in loading the delivery vehicle

### **8824 Dishwasher**

*Dishwashers work in restaurants, institutions or cafeterias.*

832401 - Wash dishes, glasses and utensils  
832402 - Clean pots and pans  
832403 - Rub and polish silverware  
712 - Handle food and other products  
832404 - Maintain the work area  
832405 - Help other staff with simple tasks

### **8825 Winter Sports Equipment Repairer**

*Winter sports equipment repairers work in sports equipment stores. They may also be employed in ski centres, arenas, etc.*

718 - Serve the customers of a sports equipment rental or repair business  
832501 - Prepare, adjust and repair ski and snowboarding equipment

832502 - Sharpen skates  
832503 - Maintain and repair snowshoes  
10 - Receive payment from customers  
505 - Keep the work areas clean and orderly in a sports equipment rental or repair business

### **8707 Hotel Cleaner**

*Hotel cleaners work in hotels, motels, hostels, resorts, outfitting camps, spas, etc.*

500 - Start and end a work shift  
820701 - Clean rooms or suites  
820702 - Perform periodic cleaning tasks  
820703 - Serve customers

### **8826 Bicycle Repair Attendant**

*Bicycle repair attendants work in specialized bicycle or sports equipment stores, bicycle rental stores or self-service bike shops.*

718 - Serve the customers of a sports equipment rental or repair business  
832601 - Assemble a bicycle  
832602 - Maintain a bicycle  
832603 - Repair a bicycle  
832604 - Provide mobile bicycle repair service  
10 - Receive payment from customers  
505 - Keep the work areas clean and orderly in a sports equipment rental or repair business

### **8827 Wicket Clerk**

*Wicket clerks work at wickets located at the entrance of amusement parks, trade fairs, drive-in movie theatres, cinemas, museums, etc.*

832701 - Control access to the site  
10 - Receive payment from customers  
832702 - Monitor customers at the entrance  
832703 - Assist customers  
714 Take action in the event of a minor incident or problem  
711 - Keep the entrance booth or wicket clean and orderly

### **8828 Hotel Bellhop**

*Hotel bellhops work under the direction of the hotel's Reception Supervisor or Concierge.*

554 - Start and end a work shift as part of the hotel lobby staff  
832801 - Carry luggage  
832802 - Provide baggage check services  
832803 - Accompany clients to their guestroom  
832804 - Do a room change  
832805 - Take clients to the Reception Desk  
832806 - Provide client services  
826007 - Assist lobby staff in performing simple tasks  
714 Take action in the event of a minor incident or problem

### **8761 Restaurant Host/Hostess**

*Restaurant hosts/hostesses work in restaurants that are part of a chain of restaurants with standard and repetitive menus.*

826101 - Manage dining room reservations  
826102 - Welcome clients  
826103 - Show clients to their table  
826104 - Assist the dining room staff  
401 - Keep the dining room or bar clean and orderly  
10 - Receive payment from customers

### **8829 Hotel Porter**

*Hotel porters work under the direction of the hotel's Reception Supervisor or Concierge*

- 554 - Start and end a work shift as part of the hotel lobby staff
- 832901 - Control comings and goings at the hotel door
- 832902 - Assist arriving or departing clients
- 832903 - *Assist the hotel bellhop*
- 714 *Take action in the event of a minor incident or problem*

### **8830 Public Area Maintenance Attendant**

*Public area maintenance attendants work in outfitting camps, inns, resorts, campgrounds, outdoor recreational areas, etc.*

- 833001 - Maintain the grounds of the main building, outbuildings and cottages
- 833002 - Ensure that equipment in the cottages is in good condition
- 833003 - *Maintain camping sites*
- 833004 - Maintain trails and culverts
- 833005 - Maintain watercraft and launch sites
- 833006 - *Prepare firewood*
- 833007 - *Maintain outdoor play areas*
- 833008 - Do minor repairs
- 713 - Greet clients

### **8767 Ski Lift Attendant**

*Lift attendants work in ski areas or sliding centres.*

- 826701 - Open and close lifts
- 826702 - Control access to lifts
- 826703 - Assist clients in getting on surface lifts or chairlifts
- 826704 - *Assist clients in getting on gondola lifts*
- 826705 - *Assist clients in getting off chairlifts*
- 826706 - *Assist clients in going back down by chairlift*
- 826707 - Maintain loading and unloading areas
- 826708 - Monitor the slopes

## **Sector 04 - Arts**

### **8831 Usher**

*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. 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
- 833102 - Control the entrance to the room
- 833103 - Respond to spectators at the entrance to the room
- 833104 - *Accompany spectators to their seats (celebrities, seniors, handicapped people, groups of children, etc.)*
- 833105 - Lead latecomers to their seats
- 833106 - Assist the reception staff in carrying out simple tasks
- 414 - Take action in the event of a minor incident or problem

### **8765 Assistant Ceramist-Molder**

*Assistant ceramist-molders work in a fabrication workshop in the mass production of functional or decorative ceramic pieces such as dishes, flowerpots, pitchers, figurines, vases, tiles, etc. Cast moldings are the manufacturing process used.*

- 826501 - Assist the ceramist in preparing the work
- 826502 - Make the molds
- 826503 - *Prepare the slip*
- 826504 - Pour and unmold the pieces
- 826505 - Pack and unpack the kiln

- 826506 - Apply glazes to the damp, dry or biscuit ware pieces
- 826507 - Package the ceramic pieces
- 826508 - Participate in shipping the ceramic pieces
- 826509 - Maintain the workshop

### **8785 Snowshoe Maker**

*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.*

- 828501 - Communicate with the customer
- 828502 - Make snowshoe frames
- 828503 - Prepare snowshoe bodies for stringing
- 828504 - Prepare rawhide
- 828505 - Cut strips of rawhide
- 828506 - Lace snowshoes
- 828507 - Finish the snowshoes

### **8786 Canvas Canoe Builder**

*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, come smaller models can be decorative.*

- 828601 - Communicate with the client
- 828604 - Shape the parts of the frame as building progresses
- 828605 - Make the canvas cover
- 828606 - Shape the stems of the canvas canoe
- 828607 - Assemble the wooden frame
- 828608 - Finish the canvas canoe
- 828609 - Launch the canoe

Working Document

### **8791 Moccasin Maker**

*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. The trade is learned in a manner consistent with traditional First Nations ways of handing down knowledge.*

- 829101 - Communicate with the customer
- 829102 - Make the pattern
- 829103 - Choose the materials
- 829104 - Cut the leather and the lining
- 829105 - Bead or embroider the vamp or upper of the moccasin
- 829106 - Assemble the sole and vamp of the moccasin
- 829107 - Assemble the heel of the moccasin
- 829108 - Finish the moccasins

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

### **8749 Solid Wood Preparation Worker**

*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.*

- 551 - Prepare to cut solid wood or wood-based panels
- 824901 - Cut solid pieces of wood into sections
- 824902 - Surface pieces of solid wood
- 547 - Trim the edges of the solid wood pieces or wood-based panels
- 824903 - Plane pieces of solid wood
- 824904 - Machine solid pieces of wood

548 - Maintain the work area and the machine-tool cutters

### **8750 Wood Panel Cutters**

*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, fiberboard, particle board or related materials.*

551 - Prepare to cut solid wood or wood-based panels

547 - Trim the edges of the solid wood pieces or wood-based panels

825001 - Cut wood-based panels

825002 - Ensure that the vertical panel saw is working properly

548 - Maintain the work area and the machine-tool cutters

### **8751 Furniture or Cabinet Assembler**

*Furniture or cabinet assemblers work for companies that produce small or medium lines of furniture or cabinets made from solid wood or wood-based panels. They assemble chairs, tables, armchairs, bookshelves, dressers, kitchen and bathroom cabinets, etc.*

549 - Prepare the assembly (furniture, cabinets or doors and windows)

825101 - Assemble furniture or cabinets

825102 - Attach fittings (hinges, fasteners, track guides, etc.)

825103 - Attach fittings or decorative appliqués

825104 - Verify the assembly of furniture or cabinets

825105 - Prepare furniture or cabinets for prefinishing or finishing

105 - Keep the workspace clean and orderly, in an industrial setting

### **8752 Sewing Machine Operator - Furniture Coverings**

*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.*

825201 - Prepare the work station

825202 - Assemble covering materials with identical or different contours

825203 - Whipstitch patterns

825204 - Topstitch the assembled pieces

825205 - Maintain the work areas and equipment

### **8753 Furniture Pre-upholsterer**

*Furniture pre-upholsterers work for companies that make upholstered furniture, automobile seats, etc., or in furniture re-upholstering workshops.*

825301 - Consult the assembly plan

825302 - Prepare the material and equipment for pre-upholstering

825303 - Attach the webbing

825304 - Position and attach the springs

825305 - Attach the pre-upholstery materials

825306 - Prepare cushions

105 - Keep the workspace clean and orderly, in an industrial setting

### **8754 PVC Window Assembler**

*PVC window assemblers work in plants that manufacture PVC (polyvinyl chloride) windows, including vertical sash (guillotine), awning, casement and sliding windows.*

549 - Prepare the assembly (furniture, cabinets or doors and windows)

825401 - Machine PVC profiles

825402 - Assemble PVC window frames or sashes

550 - Install doorlites or sealed units in window sashes

825403 - Mount fixed or operable sashes in PVC window frames

552 - Prepare the product for shipping

105 - Keep the workspace clean and orderly, in an industrial setting

### **8755 Sander**

*Sanders work in plants that manufacture furniture or cabinets out of solid wood or wood-based panels in short or medium production runs. They perform prefinishing sanding and staining operations.*

- 825501 - Prepare the sanding work
- 825502 - Correct minor defects on surfaces to be sanded
- 825503 - Sand components with even or uneven surfaces by hand
- 825504 - Sand components with even or uneven surfaces, using portable tools
- 825505 - Sand components with even surfaces, using machine tools
- 825506 - Check the quality of the sanding
- 825507 - Stain
- 105 - Keep the workspace clean and orderly, in an industrial setting

### **8756 Wood Door and Window Assembler**

*Wood door and window assemblers work in plants that manufacture solid, aluminum-clad or PVC-clad wood doors and windows, including vertical sash (guillotine), awning, casement and sliding windows.*

- 549 - Prepare the assembly (furniture, cabinets or doors and windows)
- 825601 - Machine parts or profiles made of wood or cladding materials
- 825602 - Assemble door and window frames or window sashes
- 550 - Install doorlites or sealed units in window sashes
- 825603 - Mount doors or window sashes in their frames
- 552 - Prepare the product for shipping
- 105 - Keep the workspace clean and orderly, in an industrial setting

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

### **8708 Public Building Cleaner**

*Public building cleaners work for cleaning companies that cater to public buildings (office buildings, shopping centres, airports and other terminals, financial institutions, hotels, etc.).*

- 500 - Start and end a work shift
- 820801 - Clean work areas (offices, meeting rooms, etc.)
- 501 - Clean public areas (lobbies, hallways, elevators, stairs, etc.)
- 820802 - Clean eating areas
- 502 - Clean washrooms
- 820803 - Maintain floors using specialized equipment
- 503 - Perform tasks prescribed by the waste management program

### **8832 Janitor's Helper**

*Assistant janitors work in apartment buildings, schools, daycare facilities, etc.*

- 501 - Clean public areas (lobbies, hallways, elevators, stairs, etc.)
- 502 - Clean washrooms
- 833201 - Assist the janitor in maintaining the building or connected structures
- 833202 - Assist the janitor in maintaining the outdoor play area
- 833202 - Answer inquiries from clients of residences or institutions
- 833204 - Tend lawns, green spaces and grounds
- 719 - Remove the snow from sidewalks, walkways, balconies, etc.
- 833205 - Maintain a swimming pool
- 503 - Perform tasks prescribed by the waste management program

### **8773 House Cleaner**

*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.*

- 570 - Prepare for the service visit to the client's residence
- 827301 - Clean the living room, dining room, hallway, stairway, etc.
- 827302 - Clean the bedrooms
- 827303 - Clean the kitchen

827304 - Clean the bathroom, shower room, laundry room  
572 - Finish the work

### **8774 Residential Cleaner**

*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.*

570 - Prepare for the service visit to the client's residence

827401 - Clean walls and ceilings

827402 - Clean floors

827403 - Clean carpets or rugs

827404 - Clean upholstered furniture

827405 - Clean windows

827406 - Clean closets and cupboards

827407 - Clean the stove and refrigerator

572 - Finish the work

### **8833 Municipal Road Labourer**

*Municipal road labourers are employed by the Public Works departments of cities, municipalities or band councils. They work varied shifts: day, evening or night, weekdays or weekends. They assist qualified road workers in carrying out summer and winter maintenance work on roads and sidewalks. Their jobs mainly consist of preparing surfaces or paving roads and sidewalks with asphalt or other coverings. Municipal road labourers sometimes work alone. Section 2.8.3 of the Safety Code for the construction industry specifies the training of site signal persons. The minimum age for using a concrete saw is 16 and the person must work under supervision.*

560 - Attend a municipal construction site meeting

833301 - Signal traffic on a municipal road construction site

561 - Lay materials (gravel, sand, earth, asphalt, etc.)

562 - Compact materials (gravel, asphalt, sand, etc.)

833302 - Break up materials (rock, concrete or asphalt)

563 - Cut materials (concrete, cast iron, cement, etc.)

833303 - Guide construction equipment operators during roadwork

833304 - Guide snow blower operators and truck drivers during snow removal

564 - Participate in cleaning the construction site

720 - Take action in an emergency situation

### **8834 Water and Sewer Labourer**

*Water and sewer labourers are employed by the Public Works departments of cities, municipalities or band councils. They work varied shifts: day, evening or night, weekdays or weekends. They assist pipe fitters who specialize in maintaining and repairing aqueducts and sewer lines and in connecting new residences to them. Water and sewer labourers sometimes work alone on sewer and storm water systems. A valid Class 5 or Class 3 driver's license may be mandatory.*

560 - Attend a municipal construction site meeting

561 - Lay materials (gravel, sand, earth, asphalt, etc.)

562 - Compact materials (gravel, asphalt, sand, etc.)

563 - Cut materials (concrete, cast iron, cement, etc.)

833401 - Assist pipe fitters in maintaining, repairing and cleaning aqueducts

833402 - Carry out regular maintenance on fire hydrants

833403 - Assist pipe fitters in maintaining, repairing and cleaning sewer and storm water systems

833404 - Carry out regular maintenance of drains and sewer manholes

564 - Participate in cleaning the construction site

720 - Take action in an emergency situation

### **8835 Outdoor Skating Rink Maintenance Worker**

*Outdoor Skating Rink Maintenance Workers work for cities or municipalities.*

833501 - Help prepare an outdoor skating rink with or without boards

833502 - Maintain an outdoor skating rink with or without boards and its accesses

833503 - Maintain the facilities



- 833504 - Serve customers
- 833505 - Supervise an outdoor skating rink
- 714 - Take action in the event of a minor incident or problem

### **8836 Exterior Siding Cleaner**

*The person works for a company specialized in the cleaning of exterior sidings in residential, commercial, institutional or industrial sectors. The person could also work for the municipality. The person generally works with a team. Section 263.1 of the Act respecting occupational health and safety stipulates that “every worker operating an aerial basket lifting device must undergo training in compliance with articles 10.11 to 10.11.3 of CSA Standard C225-00 Vehicle-Mounted Aerial Devices.”*

- 833601 - Prepare for the work day
- 833602 - Provide customer service
- 833603 - Ensure personal safety and site security
- 700 - Operate a lift platform
- 833604 - Clean siding made of various materials (brick, stone, concrete, wood, metal, etc.)
- 833605 - Clean and tidy up the premises
- 720 - Take action in an emergency situation

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

### **8667 Ecocentre Worker**

*Ecocentre workers work in ecocentres.*

- 816701 - Help open and close the ecocentre
- 816702 - Control access to the ecocentre
- 10 - Receive payment from customers
- 816703 - Control the on-site activities at the ecocentre
- 816704 - Help monitor the site
- 816705 - Ensure that containers, recycling bins and waste disposal cells are available
- 816706 - Help collect household hazardous waste
- 816707 - Help with maintaining the premises and site

### **8837 Sorting Equipment Operator**

*Sorting equipment operators work in recycling and sorting facilities.*

- 833701 - Sort recyclable materials
- 833702 - Prepare materials for storing or transport
- 833703 - Handle the bales or bundles
- 833704 - Help maintain work areas
- 713 - Greet clients

### **8711 Clothing Sorter/Labeler**

*Clothing sorters/labelers work in second-hand stores, handling counters, clothing donation centers or any other organization involved in collecting and reselling clothing and other items.*

- 821101 - Pre-sort clothing
- 821102 - Sort in-season articles of clothing
- 821103 - Sort household articles
- 821104 - Sort toys and stuffed animals
- 821105 - Sort books, magazines and CDs
- 821106 - Label clothing and other articles
- 10 - Receive payment from customers
- 821107 - Keep the workstation clean and orderly

### **8838 Reception Centre Clerk**

*Reception centre clerks work at the entrances to wildlife reserves, provincial or federal parks, outfitters' camps or controlled harvesting zones.*

- 833801 - Answer customer's inquiries at the reception centre or by phone or e-mail
- 833802 - Control access to the site

- 833803 - Rent boats or equipment
- 833804 - Issue a hunting, trapping or fishing license
- 10 - Receive payment from customers
- 833805 - Monitor customers as they leave the site
- 833806 - Help the staff carry out various tasks
- 833807 - Keep the reception centre and the surrounding area clean
- 717 - Take action in an emergency situation in a remote area.

### **8839 Fur Trapper**

*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. 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 furbearing 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.*

- 833901 - Prepare for trapping activities
- 833902 - Maintain trapping equipment
- 833903 - Prepare lures or cages
- 833904 - Trap beavers, otters, minks or muskrats
- 833905 - Trap martens, fishers, raccoons, etc.
- 833906 - Trap foxes, coyotes or wolves
- 833907 - Trap Canadian lynx or bobcats
- 833908 - Trap black bears
- 833909 - Prepare the furs
- 717 - Take action in an emergency situation in a remote area
- 553 - Survival in a remote area

## **Sector 09 - Electrotechnology**

### **8685 Electronic Component Assembler**

*Electronic component assemblers are employed in production departments of electric and electronic equipment manufacturing companies.*

- 818501 - Consult the printed circuit layout plan
- 818502 - Prepare for the work
- 818503 - Perform manual soldering of through-hole components onto a printed circuit board.
- 818504 - Perform manual soldering of surface-mount components onto a printed circuit board.
- 818505 - Ensure the finishing of the printed circuits
- 818506 - Assemble the detachable parts and wires on the printed circuit boards
- 818507 - Operate the machine for placing components on printed circuit boards
- 818508 - Operate the soldering machine for printed circuit components
- 511 - Record information related to production
- 99 - Maintain the workstation

### **8695 Electric or Electronic Equipment Assembler**

*Assemblers work in electric and electronic equipment manufacturing companies. \* Electric equipment includes coffee makers, toasters, hair dryers, household appliances, lawn mowers, tools, etc. Electronic equipment includes computers, printers, photocopiers, multipurpose equipment, audiovisual equipment, etc.*

- 819501 - Interpret assembly instructions
- 819502 - Prepare for the work
- 819503 - Assemble and attach the parts
- 819504 - Assemble the electric or electronic equipment
- 819505 - Verify the assembly of the electric or electronic equipment

511 - Record information related to production

99 - Maintain the workstation

### **8840 Electronic Equipment Recycling Clerk**

*Electronic equipment recycling clerks work in electronic recycling facilities (i.e. computers, printers, monitors, keyboards, cell phones, televisions).*

834001 - Verify the electronic equipment

834002 - Verify the disassembled parts and sort them

834003 - Prepare the electronic equipment for re-use

834004 - Reconfigure a computer's logical components for re-use

834005 - Disassemble electronic equipment

712 - Handle food and other products

99 - Maintain the workstation

## **Sector 10 - Motorized Equipment Maintenance**

### **8841 Vehicle Cleaner**

*Vehicle cleaners work in car washes, car detailing companies, used and new car dealers, as well as public transit and road transport companies.*

834101 - Serve customers in an auto detailing company

834102 - Wash the exterior of a vehicle

834103 - Wash the interior of a vehicle

834104 - Wax and polish a vehicle

835105 - Prepare a vehicle for delivery

712 - Handle food and other products

834106 - Clean and tidy up the premises

### **8842 Service Station Attendant**

*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.*

834201 - Serve customers in a service station

834202 - Provide service at the gas pump

834203 - Do minor maintenance on vehicles

10 - Receive payment from customers

834204 - Provide emergency services

834205 - Assist the tow truck driver

712 - Handle food and other products

834206 - Clean and tidy up the work areas of a service station

### **8843 Tire Installer**

*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. The Highway Safety Code stipulates that "no person may drive a road vehicle unless he holds a driver's licence of the class appropriate to the driving of that vehicle," which, in this case, is a class 5 licence.*

834301 - Search for information on tires

834202 - Prepare to install the tires

834303 - Remove the wheels

834304 - Replace the tires

834305 - Balance the wheels

834306 - Put the wheels back on the vehicle

834307 - Repair tires

712 - Handle food and other products

710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.

134 - Keep a motorized equipment business clean and orderly.

### **8844 Rustproof Coater**

*Rustproof coaters work in garages specializing in rustproofing. Rustproofing products can be oil-or grease-based. The Highway Safety Code stipulates that “no person may drive a road vehicle unless he holds a driver’s licence of the class appropriate to the driving of that vehicle,” which, in this case, is a class 5 licence.*

- 834401 - Prepare the vehicle
- 834402 - De-ice or dry the vehicle
- 834403 - Treat the undercarriage of the vehicle
- 834404 - Treat the interior of the vehicle’s body parts
- 712 - Handle food and other products
- 134 - Keep a motorized equipment business clean and orderly.

### **8845 Helper-Automotive Glass Repair and Installation**

*These helpers work in companies specializing in automotive glass repair and installation or in fleet maintenance centres*

- 834501 - Serve customers
- 834502 - Assist the specialized worker
- 834503 - Install covers and accessories
- 10 - Receive payment from customers
- 712 - Handle food and other products
- 834504 - Help take inventory
- 134 - Keep a motorized equipment business clean and orderly

### **8790 Auto Recycling Facility Worker**

*These workers work in auto salvage and recycling yards.*

- 829001 - Dismantle parts from vehicles located in the salvage yard
- 829002 - Retrieve dismantled parts from various external storage areas
- 829003 - Help with the upkeep of the salvage yard
- 829004 - Help take inventory
- 829005 - Accompany visitors

## **Sector 11 - Mechanical Manufacturing**

### **8669 Metal Fabrication Labourer**

*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.*

- 816901 - Prepare the materials and equipment for production
- 816902 - Perform machine shop tasks
- 816903 - Operate preset machines
- 105 - Keep the workspace clean and orderly, in an industrial setting

### **8672 Metal Grinding Worker**

*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.*

- 162 - Prepare for the work
- 817201 - Grind the parts
- 241 - Control the quality of the finish
- 105 - Keep the workspace clean and orderly, in an industrial setting

### **8673 Metal Polishing Worker**

*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.*

- 162 - Prepare for the work
- 817301 - Polish the parts
- 241 - Control the quality of the finish

105 - Keep the workspace clean and orderly, in an industrial setting

### **8688 Mechanical Assembler**

*Mechanical assemblers are employed in companies that manufacture metal products such as road or other vehicles, heat pumps, frames and cabinets for electronic equipment or for use in the telecommunications sector, industrial equipment such as conveyors, sawmill equipment, small metal objects, etc.*

818801 - Prepare materials for assembly

818802 - Assemble parts and precast elements

818803 - Install parts

530 - Verify the assembly

105 - Keep the workspace clean and orderly, in an industrial setting

### **8699 Plastic/Rubber Products Assembler**

*Rubber/composite materials/plastic products assemblers work in rubber, composite or plastic manufacturing plants.*

819901 - Consult assembly instructions

819902 - Prepare the assembly

819903 - Assemble components

530 - Verify the assembly

105 - Keep the workspace clean and orderly, in an industrial setting

### **8701 Labourer-Plastic/Rubber Manufacturing**

*Labourers in this group work with all types of manufacturing processes in rubber, composite or plastic manufacturing plants.*

820101 - Stock workstations for production

820102 - Assist the operator with simple tasks

512 - Perform finishing operations

546 - Package products

105 - Keep the workspace clean and orderly, in an industrial setting

515 - Grind nonconforming or other recyclable parts

### **8724 Extruder Operator Helper**

*Extruder operator helpers work in rubber, plastic or composite manufacturing plants that use sheet or profile extrusion, extrusion blow molding (EBM) or blown film processes.*

510 - Prepare materials and tools for production

822401 - Prepare raw materials for extrusion

822402 - Assist the employees in charge of setting up and shutting down the extrusion line

822403 - Assist the press operator in manufacturing parts on an extrusion line

512 - Perform finishing operations

513 - Verify the quality of finished or semi-finished products

546 - Package products

822404 - Help maintain the work area and extrusion line

515 - Grind nonconforming or other recyclable parts

### **8725 Press Operator Helper**

*Press operator helper's work in rubber, plastic or composite manufacturing plants that use injection, compression or transfer molding processes.*

510 - Prepare materials and tools for production

822501 - Prepare raw materials for molding

822502 - Assist the employees in charge of setting up and shutting down the press

822503 - Assist the operator in manufacturing parts on a press

512 - Perform finishing operations

513 - Verify the quality of finished or semi-finished products

546 - Package products

822504 - Help maintain the work area and press

515 - Grind nonconforming or other recyclable parts

## **8726 Thermoforming Operator Helper**

*Thermoforming operator helpers work in plastic manufacturing plants that use thermoforming processes.*

510 - Prepare materials and tools for production

822601 - Prepare raw materials for thermoforming

822602 - Assist the employees in charge of setting up and shutting down the thermoforming equipment

822603 - Assist the thermoformer operator in manufacturing parts on a thermoformer

512 - Perform finishing operations

513 - Verify the quality of finished or semi-finished products

546 - Package products

822604 - Help maintain the work area and thermoforming equipment

515 - Grind nonconforming or other recyclable parts

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

### **8846 Forester**

*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.)*

834601 - Participate in the reforestation work information session

834602 - Handle the seedlings

834603 - Plant the potted coniferous or deciduous trees in the ground

834604 - Plant the bare root coniferous or deciduous trees in the ground

834605 - Complete the work day

717 - Take action in an emergency situation in a remote area

553 - Survival in a remote area

### **8763 Sawmill Worker**

*Sawmill workers work in small or medium sawmills where the equipment is used to produce hardwood or softwood lumber of various dimensions and lengths.*

826301 - Assist the equipment operator in charge of breakdown, gang slitting, edging, end trimming, etc.

826302 - Sort planks, hardwood or softwood

826303 - Stack the hardwood or softwood planks for drying or delivery

826304 - Maintain the work area

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

### **8727 Rotary Offset Printing Press Assistant**

*Rotary offset printing press assistants work in printing facilities that produce newspapers, magazines, books, catalogues, pamphlets, brochures, calendars, agendas, etc. The printed products are created using a manual or digital rotary offset printing press with at least four printing units. A press operator does not need assistance to make-ready and operate rotary offset presses with less than four printing units or offset duplicators. Different types of paper or cardboard can be used for printing.*

822701 - Assist the press operator in the make-ready operation for a manual or digital rotary offset printing press

822702 - Assist the press operator in producing a proof and conducting a print run on a manual or digital rotary offset printing press

526 - Package the printed products

822703 - Assist the press operator in maintaining the rotary offset printing press

527 - Help maintain the work area

### **8728 Sheet-Fed Offset Printing Press Assistant**

*Sheet-fed offset printing press assistants work in printing facilities that produce magazines, books, catalogues, brochures, calendars, agendas, etc. The printed products are created using a manual or digital sheet-fed offset printing press with at least four printing units. A press operator does not need assistance to make-ready and operate sheet-fed offset presses with less than four printing units or offset duplicators. Different kinds of paper or cardboard can be used for printing.*

822801 - Assist the press operator in the make-ready operation for a manual or digital sheet-fed offset printing press

822802 - Assist the press operator in producing a proof and conducting a print run on a manual or digital sheet-fed offset printing press

822803 - Stack the products

526 - *Package the printed products*

822804 - Assist the press operator in maintaining the sheet-fed offset printing press

527 - Help maintain the work area

### **8729 Flexographic Printing Press Assistant**

*Flexographic printing press assistants work in companies that print on different materials used for packaging (corrugated boxes, flexible packaging, paper packaging and labels). Flexographic printing press assistants can also work in printing facilities that produce lottery tickets or other security printing products. Flexographic presses can be rotary or sheet-fed, manual or digital.*

822901 - Assist the press operator in the make-ready operation for a rotary or sheet-fed flexographic printing press

822902 - Assist the press operator during production

526 - *Package the printed products*

822903 - Assist the press operator in maintaining the flexographic printing press

527 - Help maintain the work area

### **8730 Silk-Screen Printing Press Assistant**

*Silk-screen printing press assistant's 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.*

823001 - Prepare the printing substrates (cardboards, plastics, composite materials, etc.)

823002 - Prepare the screens

823003 - *Feed ink into the semi- or fully automatic silk-screen printing press*

823004 - Prepare the manual silk-screen printing table, or the semi- or fully automatic silk-screen press

823005 - *Carry out printing tasks on a manual silk-screen printing table*

526 - *Package the printed products*

823006 - Assist the press operator in maintaining a manual silk-screen printing table, or semi- or fully automatic silk-screen printing press

528 - *Transport materials and printed products*

527 - Help maintain the work area

### **8736 Binder of Textbooks and Used Books**

*Textbook and used book binders work in hand bookbinding or in a facility specializing in book repair. They do not make artistic or specialty bindings.*

823601 - Prepare the binding materials

823602 - Take apart the book

823603 - Sew the block

823604 - Assemble the block

823605 - Make the cover

823606 - *Add the lettering to the cover*

823607 - Complete the casing-in and press the book

105 - Keep the workspace clean and orderly, in an industrial setting

### **8737 Guillotine Cutter Operator Assistant**

*Guillotine cutter operator helps assist the operator of a manual or programmable guillotine cutter in the finishing department of a printing or bookbinding facility.*

823701 - Assist the operator in preparing the guillotine cutter

823702 - Assist the operator when using the guillotine cutter

526 - *Package the printed products*

823703 - Assist the operator in maintaining the guillotine cutter

105 - Keep the workspace clean and orderly, in an industrial setting

528 - *Transport materials and printed products*

### **8738 Folding Machine Operator Assistant**

*Folding machine operator helps assist the automatic folding machine operator in the finishing department of a printing or bookbinding facility.*

- 823801 - Assist the operator in preparing the folding machine
- 823802 - Assist the operator when running the folding machine
- 526 - Package the printed products
- 823803 - Assist the operator in maintaining the folding machine
- 105 - Keep the workspace clean and orderly, in an industrial setting
- 528 - Transport materials and printed products

### **8739 Perfect Binding Machine Operator Assistant**

*Perfect binding machine operator helps work in the finishing department of a printing or bookbinding facility where they assist the perfect binding machine operator.*

- 823901 - Assist the operator in preparing the perfect binding machine
- 823902 - Assist the operator when running the perfect binding machine
- 526 - Package the printed products
- 823903 - Assist the operator in maintaining the perfect binding machine
- 105 - Keep the workspace clean and orderly, in an industrial setting
- 528 - Transport materials and printed products

### **8740 Saddle Stitcher Operator Assistant**

*Saddle stitcher operator helps work in the finishing department of a printing or bookbinding facility where they assist the automatic saddle stitcher operator.*

- 824001 - Assist the operator in preparing the saddle stitcher
- 824002 - Assist the operator in running the saddle stitcher
- 526 - Package the printed products
- 824003 - Assist the operator in maintaining the saddle stitcher
- 105 - Keep the workspace clean and orderly, in an industrial setting
- 528 - Transport materials and printed products

### **8741 Mail Preparation Machine Operator**

*Mail preparation machine operators use various types of equipment to prepare outgoing mail. They work for public organizations, service providers, manufacturers, mail processing companies or adapted enterprises that are specialized in mail preparation.*

- 824101 - Operate a folder-inserter with multiple insert stations
- 824102 - Operate a stamp affixer
- 824103 - Operate a shrink wrapper
- 824104 - Operate an ink-jet addressing machine or one that uses continuous forms
- 824105 - Help maintain the mail preparation machines and work area

### **8742 Mail Preparation Clerk**

*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.*

- 824201 - Manually prepare documents for mailing
- 824202 - Manually prepare packages for mailing
- 526 - Package the printed products
- 105 - Keep the workspace clean and orderly, in an industrial setting
- 528 - Transport materials and printed products

### **8783 Printer's General Helper in Finishing/Binding**

*Printer's General Helpers work in small- or medium-size printing facilities offering a variety of services.*

- 828301 - Assemble printed materials
- 828302 - Fold printed materials
- 828303 - Cut printed materials
- 828304 - Punch holes in printed materials



- 828305 - Bind printed materials
- 828306 - *Laminate printed materials*
- 526 - Package the printed products
- 528 - Transport materials and printed products
- 105 - Keep the workspace clean and orderly, in an industrial setting

### **8847 Digital Copy and Print Centre Clerk**

*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.*

- 834701 - Maintain an analog or digital photocopier
- 834702 - Copy documents
- 526 - Package the printed products
- 528 - *Transport materials and printed products*
- 105 - Keep the workspace clean and orderly, in an industrial setting

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

### **8848 Assistant Driller (surface diamond drilling)**

*Assistant drillers work for diamond drilling companies that carry out surface drilling and must meet the legal requirements for working underground or on open-pit diamond drilling sites. Section 27.1 of the Regulation respecting occupational health and safety in mines stipulates that any person working underground must undergo training in occupational health and safety in accordance with Modules I, II, III, IV, V and VII of the modular course for miners published by the Commission Scolaire de l'Or-et-des-Bois. Section 27.2 stipulates that any person using manually operated underground drilling equipment must undergo training in occupational health and safety in accordance with Module VI. Section 27.1 of the Regulation respecting occupational health and safety in mines stipulates that any person working underground must "undergo training . . . in accordance with Modules I, II, III, IV, V and VII of the modular course for miners published by the Commission scolaire de l'Or-et-des-Bois." The minimum age for operating a snowmobile or an all-terrain vehicle (quad) is 16. The minimum age to work underground is 18 years; the minimum age to work in an open-pit mine is 16 years.*

- 834801 - Assist the diamond drill operator in preparing the surface drilling site
- 834802 - Assist the diamond drill operator in installing or uninstalling surface drilling equipment
- 834803 - Install a water supply system
- 834804 - Assist the diamond drill operator in carrying out surface drilling work
- 834805 - Ensure the cleanliness of surface drilling site
- 524 - *Drive an ATV, snowmobile or motorboat*
- 717 - *Take action in an emergency situation in a remote area*

### **8716 Core Sample Worker**

*Core sample workers work for mining companies (e.g. gold, nickel, copper) and must meet the legal requirements for working in underground or on open-pit mining sites. Section 27.1 of the Regulation respecting occupational health and safety in mines stipulates that any person working underground must undergo training in occupational health and safety in accordance with Modules I, II, III, IV, V and VII of the modular course for miners published by the Commission scolaire de l'Or-et-des-Bois and hold an attestation to that effect issued by the school board.*

- 821601 - Store or archive core sample boxes
- 821602 - Cut core samples
- 821603 - *Split core samples*
- 821604 - Clean and tidy up premises
- 821605 - Archive bags of residue from samples
- 821606 - Transport boxes containing core samples inside or outside the company premises
- 522 - *Operate a lift truck*

### **8849 Camp Assistant**

*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. 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

834902 - Ensure that the camp is supplied with perishable products

834903 - Help load and unload a vehicle in a remote location

834904 - Help put up and take down tents

834905 - Help install a water supply system

834906 - Help install a heating system running on propane, fuel oil or wood

834907 - Carry out maintenance work and minor repairs on vehicles or motorboats at remote locations

834908 - Keep the camp site clean

524 - Drive an ATV, snowmobile or motorboat

717 - Take action in an emergency situation in a remote area

553 - Survival in a remote area

## **Sector 17 - Transportation**

### **8671 Warehouse Clerk**

*Warehouse clerks are employed in distribution centres.*

817101 - Organize tasks

817102 - Put the order together

817103 - Package the order

112 - Clean and tidy up the warehouse

### **8676 Deliverer Helper**

*Deliverer helpers are employed mainly in the wholesale sector and, on occasion, in the retail sector.*

96 - Help load the delivery vehicle

95 - Instruct the driver on the route to be taken

817601 - Help deliver the merchandise

133 - Clean the vehicle

112 - Help clean and tidy up the warehouse

### **8677 Furniture Deliverer Helper**

*Furniture deliverer helper's work for retail companies specialized in the sale of furniture, appliances, electronic equipment or furnishings or as subcontractors for a transport company.*

96 - Help load the delivery vehicle

95 - Instruct the driver on the route to be taken

817701 - Help deliver the merchandise

817702 - Help install the furniture, appliances, etc.

133 - Clean the vehicle

112 - Help clean and tidy up the warehouse

### **8679 Delivery Driver**

*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. A valid class 5 driver's license is required.*

531 - Inspect the vehicle at the start of every shift

817901 - Prepare for the pick-up or delivery of merchandise

817902 - Deliver or pick up merchandise

10 - Receive payment from customers

### **8689 Mover Helper**

*Mover helpers are employed in moving or storage companies in the residential sector.*

- 95 - Instruct the driver on the route to be taken
- 818901 - Help prepare for the work
- 818902 - *Prepare dishes, small kitchen appliances, kitchen utensils, etc.*
- 818903 - *Prepare paintings, curtains, carpets, etc.*
- 818904 - Prepare furniture, appliances and electronic or computer equipment
- 818905 - *Prepare clothing, household linens, etc.*
- 818906 - Load the moving vehicle
- 818907 - Unload the moving vehicle at the customer's home or a warehouse
- 133 - Clean the vehicle
- 112 - *Help clean and tidy up the warehouse*

### **8850 Parking Lot Attendant**

*Parking lot attendants work for businesses that operate a public or private parking lot. The parking lot can be interior or exterior. A valid class 5 driver's license is required.*

- 835001 - *Control incoming vehicles*
- 835802 - *Direct vehicle traffic within an exterior or interior parking lot*
- 835003 - Inspect the premises
- 714 - *Take action in the event of a minor incident or problem*
- 835004 - *Act as parking valet*
- 835005 - Control outgoing vehicles
- 10 - Receive payment from customers
- 835006 - *Take care of monthly leasing agreements for parking spots*
- 711 - Keep the entrance booth or wicket clean and orderly

### **8851 Parking Lot Patroller**

*Parking lot patrollers work for companies that operate public or private parking lots, both exterior and interior. At entry-level, they are not responsible for collecting money from the parking ticket machines or making bank deposits. A valid class 5 driver's license is required.*

- 835101 - Begin and end patrol
- 531 - Inspect the vehicle at the start of every shift
- 835102 - Patrol a parking lot
- 835103 - *Have illegally parked vehicles towed*
- 835104 - Deal with parking lot customers
- 835105 - Perform maintenance on access apparatus or parking ticket machines
- 714 - *Take action in the event of a minor incident or problem*

### **8852 Parking Lot Maintenance Worker**

*Parking lot maintenance workers work for companies that operate public or private parking lots, both exterior and interior.*

- 835201 - Clean parking areas with an industrial sweeper
- 835202 - Clean public areas (entrances, hallways, elevators, staircases, etc.)
- 502 - *Clean washrooms*
- 835203 - *Do minor building maintenance*
- 719 - Remove the snow from sidewalks, lanes, balconies, etc.
- 714 - *Take action in the event of a minor incident or problem*

### **8853 Crossing Guard**

*Crossing guards are employed by municipalities, municipal police departments or band councils. Crossing guards must consent to a background check to ensure that nothing impedes them from working with children. They are usually at least 18 years of age.*

- 835301 - Ensure the safety of schoolchildren at a school crossing or at an intersection without traffic lights
- 835302 - *Ensure the safety of schoolchildren at a school crossing or at an intersection with traffic lights*
- 835303 - Communicate with schoolchildren
- 835304 - Monitor comings and goings around the school
- 720 - Take action in an emergency situation
- 835305 - *Carry out other tasks related to the safety of schoolchildren*

## Sector 18 - Fashion, Leather and Textiles

### 8744 Laundry Room Operator

*Laundry room operators work in the laundry unit of a hotel, hospital, or home-care center, or for an industrial laundromat catering to hospitals, hotel chains, restaurants, daycares, etc.*

542 - Help take in laundry at the receiving area

824401 - Operate an industrial washing machine

824402 - Load a tunnel washer

824403 - Operate an industrial dryer

543 - Help maintain the laundry facilities

### 8746 Laundry Room Attendant

*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.*

542 - Help take in laundry at the receiving area

824601 - Sort the laundry

824602 - Help laundry room operators perform simple tasks

824603 - Manually organize small or large laundry items

824604 - Mechanically organize small or large laundry items

824605 - Prepare the delivery carts

543 - Help maintain the laundry facilities

### 8777 Sewing Machine Operator (commercial production)

*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).*

827701 - Interpret instructions

827702 - Prepare the workstation

827703 - Assemble pieces or sections of fabric or leather

827704 - Overcast stitch on curved edges

827705 - Topstitch assembled pieces

827706 - Carry out various finishing operations

827707 - Carry out preventive maintenance of the sewing machine

827708 - Maintain the workstation

### 8781 Dry Cleaning Machine Operator

*Dry Cleaning Machine Operators work in small or industrial dry cleaning establishments.*

610 - Receive items to be dry cleaned

828101 - Examine the items

828102 - Unzip and unbutton items before or after cleaning

828103 - Operate a dry cleaning machine

611 - Conduct quality control on the cleaned items

612 - Help assemble orders

613 - Package the items

614 - Maintain his/her work station

### 8782 Dry Cleaning Press Operator

*Dry Cleaning Press Operators work in small or industrial dry cleaning establishments.*

610 - Receive items to be dry cleaned

828201 - Operate a former

828202 - Operate a shirt former

828203 - Operate a universal press machine

828204 - Iron the items

611 - Conduct quality control on the cleaned items

612 - Help assemble orders

613 - Package the items

614 - Maintain his/her work station

### **8857 Textile Production Labourer**

*Textile production labourers work in textile manufacturing companies. They carry out various manual tasks related to the processing of fibres into spun yarns or threads, weaving, knitting, bleaching, dyeing and finishing of fabrics and other textile products.*

6522 - Operate a lift truck

835701 - Handle bales or containers

835702 - Help the textile production machine operator

835703 - Package textile products

835704 - Help maintain work areas

## **Sector 19 - Health Services**

### **8854 Food Services Worker**

*Food service workers work in residential facilities, long- or short-term care facilities, seniors residences or retirement homes, etc.*

835401 - Open and close the kitchen

835402 - Prepare the workstation for setting up trays

835403 - Set up trays

835404 - Prepare service and bus carts

835405 - Deliver the tray racks and carts to the various floors, and retrieve them

835406 - Provide hot buffet-style service

835407 - Provide table service for residents

720 - Take action in an emergency situation

835408 - Clean and tidy up the dining room, kitchenette or kitchen

710 - Receive or help receive merchandise, raw materials, semi-finished products, etc.

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

### **8713 Day Care Worker**

*Day care workers work in childcare or day care facilities. 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

502 - Clean washrooms

520 - Clean and disinfect toys

521 - Help maintain the outdoor play area

821302 - Assist the cook with various tasks

503 - Perform tasks prescribed by the waste management program

821303 - Wash bedding, towels, cloths, etc.

### **8855 Assistant Childcare Educator**

*Assistant childcare educators work in childcare or day care facilities, but not in a school day care facility. 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
- 835502 - Assist the childcare educator in providing basic care for toddlers and preschoolers
- 835503 - Assist the childcare educator in providing basic care for babies
- 835504 - Assist the childcare educator in preparing indoor and outdoor games and activities
- 835505 - Accompany the childcare educator during walks to the park or other outings: visits to museums, zoos, aquariums, sugar shacks, orchards, etc.
- 835506 - Help to organize and set up the premises
- 520 - Clean and disinfect toys
- 521 - Help maintain the outdoor play area
- 835507 - Ensure the safety of babies, toddlers and preschoolers

### **8856 Recreation Assistant**

*Recreation assistants work in unionized or nonunionized public or private long-term care residential centers, private for-profit residences, family residences or day centers. 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. 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
- 835602 - Welcome the residents
- 835603 - Assist the residents during the social, cultural, sports or recreational activity
- 835604 - Accompany a group of residents on an outing—cultural, recreational, sports, etc
- 835605 - Take care of external resource people
- 835606 - Clean up the room
- 720 - Take action in an emergency situation

## **Sector 21 - Beauty Care**

Working Document

### **8666 Hair Salon Assistant**

*Hair salon assistants work in a hair salon.*

- 816601 - Keep an appointment book
- 816602 - Greet clients (with or without an appointment)
- 816603 - Shampoo hair
- 816604 - Display hair products and other types of products
- 816605 - Clean and tidy up the premises

Total: 135 (2020-2021)

# WOTP Semiskilled Trades: Summary Document

(edited November 25, 2021)

Source: Directory of Semiskilled Trades

[http://www1.mels.gouv.qc.ca/sections/metiers/index\\_en.asp?page=recherche](http://www1.mels.gouv.qc.ca/sections/metiers/index_en.asp?page=recherche)

## **Sector 01 - Administration, Commerce & Computer Technology**

1. Film Developer
2. Video Store Clerk
3. Door Greeter
4. Tool and Equipment Rental Clerk
5. Coat Check Attendant
6. Dry Cleaner Counter Attendant
7. Stock Handler
8. Cashier
18. Winter Sports Equipment Repairer
19. Hotel Cleaner
20. Bicycle Repair Attendant
21. Wicket Clerk
22. Hotel Bellhop
23. Restaurant Host/Hostess
24. Hotel Porter
25. Public area maintenance attendant
26. Ski Lift Attendant

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

1. Garden Centre Worker
2. Landscape Labourer
3. Florist's Helper
4. Livestock Worker
5. Stable Hand
6. Attendant-Pet Care
7. Poultry Farm Labourer
8. Wild Animal Attendant
9. Grooming Assistant
10. Fish Processing Worker
11. Shellfish Processing Worker
12. Mollusk Processing Worker
13. Seafood Lander
14. Maple syrup production Labourer
15. Indoor Plant Tender
16. Production Horticulture Labourer
17. Gatherer of Non-Timber Forest Products
18. Birch Syrup Production Labourer 

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

1. Deli or Cheese Counter Clerk
2. Fish Clerk
3. Grocery Store or Supermarket Clerk
4. Cook's Helper
5. Butcher's Helper
6. Baker's Helper
7. Fruit and Vegetable Clerk
8. Convenience Store Clerk
9. Food Service Helper
10. Food and Beverage Server in a Chain Restaurant
11. Fast-Food Counter Attendant
12. Food-Processing Worker
13. Cheese Maker's Helper
14. Industrial Butcher's Helper
15. Sports Equipment Rental Attendant
16. Packer
17. Dishwasher

## **Sector 04 - Arts**

1. Usher
2. Assistant Ceramist-Molder
3. Snowshoe Maker
4. Canvas Canoe Builder
5. Moccasin Maker

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

1. Solid Wood Preparation Worker
2. Wood Panel Cutters
3. Furniture or Cabinet Assembler
4. Sewing Machine Operator - Furniture Coverings
5. Furniture Pre-upholsterer
6. PVC Window Assembler
7. Sander
8. Wood Door and Window Assembler

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

1. Public Building Cleaner
2. Janitor's Helper
3. House Cleaner
4. Residential Cleaner
5. Municipal Road Labourer
6. Water and Sewer Labourer
7. Outdoor Skating Rink Maintenance Worker
8. Exterior Siding Cleaner

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


1. Ecocentre Worker
2. Sorting Equipment Operator
3. Clothing Sorter/Labeler
4. Reception Centre Clerk
5. Fur Trapper

## **Sector 09 - Electro Technology**

1. Electronic Component Assembler
2. Electric or Electronic Equipment Assembler
3. Electronic Equipment Recycling Clerk

12. Printer's General Helper in Finishing/Binding
13. Digital Copy and Print Centre Clerk

**Sector 10 - Motorized Equipment Maintenance**

1. Vehicle Cleaner
2. Service Station Attendant
3. Tire Installer 
4. Rustproof Coater
5. Helper-Automotive Glass Repair and Installation
6. Auto Recycling Facility Worker

**Sector 11 - Mechanical Manufacturing**

1. Metal Fabrication Laborer
2. Metal Grinding Worker
3. Metal Polishing Worker
4. Mechanical Assembler
5. Plastic/Rubber Products Assembler
6. Laborer-Plastic/Rubber Manufacturing
7. Extruder Operator Helper
8. Press Operator Helper
9. Thermoforming Operator Helper
10. Stockhandler

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

1. Forester
2. Sawmill Worker (2011 edition)

**Sector 13 - Communications and Documentation**

1. Rotary Offset Printing Press Assistant
2. Sheet-Fed Offset Printing Press Assistant
3. Flexographic Printing Press Assistant
4. Silk-Screen Printing Press Assistant
5. Binder of Textbooks and Used Books
6. Guillotine Cutter Operator Assistant
7. Folding Machine Operator Assistant
8. Perfect Binding Machine Operator Assistant
9. Saddle Stitcher Operator Assistant
10. Mail Preparation Machine Operator
11. Mail Preparation Clerk

**Sector 15 - Mining and Site Operations**

1. Assistant Driller (surface diamond drilling)
2. Core Sample Worker
3. Camp Assistant

**Sector 17 - Transportation**

1. Warehouse Clerk
2. Deliverer Helper
3. Furniture Deliverer Helper
4. Delivery Driver
5. Mover Helper
6. Parking Lot Attendant
7. Parking Lot Patroller
8. Parking Lot Maintenance Worker
9. Crossing Guard

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

1. Laundry Room Operator
2. Laundry Room Attendant
3. Sewing Machine Operator (commercial production)
4. Dry Cleaning Machine Operator
5. Dry Cleaning Press Operator
6. Textile Production Labourer

**Sector 19 - Health Services**

1. Food Services Worker

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

1. Day Care Worker
2. Assistant Childcare Educator
3. Recreation Assistant

**Sector 21 - Beauty Care**

1. Hair Salon Assistant

**TOTAL for 2021-22: 135**



# Répertoire des métiers semi-spécialisés

(edited November 25, 2021)


Source: Directory of Semiskilled Trades / Répertoire des métiers semi-spécialisés

<http://www1.mels.gouv.qc.ca/sections/metiers/index.asp>

## **Secteur 01 Administration, commerce et informatique**

1. Préposée, préposé au développement de photos
2. Commis de club vidéo
3. Préposée, préposé à l'accueil
4. Préposée, préposé à la location d'outils et d'équipement
5. Préposée, préposé au vestiaire
6. Commis de teinturerie
7. Préposée, préposé aux marchandises
8. Caissière, caissier

## **Secteur 02 Agriculture et pêches**

1. Manœuvre dans une jardinerie
2. Manœuvre en aménagement paysager
3. Assistante-fleuriste, assistant-fleuriste
4. Manœuvre agricole en production animale
5. Préposée, préposé aux écuries
6. Préposée, préposé aux animaux de compagnie
7. Manœuvre en production avicole
8. Préposée, préposé aux animaux sauvages
9. Aide-toiletteuse, aide-toiletteur
10. Préposée, préposé à la transformation du poisson
11. Préposée, préposé à la transformation des crustacés
12. Préposée, préposé à la transformation des mollusques
13. Préposée, préposé au débarquement des produits marins
14. Manœuvre en production acéricole
15. Préposée, préposé à l'entretien des plantes d'intérieur
16. Manœuvre en production horticole
17. Cueilleuse, cueilleur de produits forestiers non ligneux
18. Manœuvre en production de sirop de bouleau 

## **Secteur 03 Alimentation et tourisme**

1. Commis au comptoir des charcuteries ou des fromages
2. Aide-poissonnière, aide-poissonnier
3. Commis d'épicerie ou de supermarché
4. Aide-cuisinière, aide-cuisinier
5. Aide-bouchère, aide-boucher
6. Aide-boulangère-pâtissière, aide-boulangier-pâtissier
7. Commis de fruits et légumes
8. Commis de dépanneur
9. Commis débarrasseuse, commis débarrasseur
10. Préposée, préposé au service aux tables dans un restaurant
11. Préposée, préposé au service en restauration rapide

12. Manœuvre en transformation alimentaire
13. Aide-fromagère, aide-fromager
14. Aide-bouchère industrielle, aide-boucher industriel
15. Préposée, préposé à la location d'équipement de sport
16. Emballeuse, emballeur
17. Plongeuse, plongeur
18. Préposée, préposé à la réparation d'équipements de sport d'hiver
19. Préposée, préposé à l'entretien ménager dans un établissement hôtelier
20. Préposée, préposé à la réparation de vélos
21. Guichetière, guichetier
22. Chasseuse, chasseur d'hôtel
23. Hôtesse, hôte de restaurant
24. Portière, portier d'hôtel
25. Préposée, préposé à l'entretien des aires publiques
26. Préposée, préposé aux remontées mécaniques

## **Secteur 04 Arts**

1. Placière, placier
2. Assistante-céramiste mouleuse, assistant-céramiste mouleur
3. Artisane, artisan dans la fabrication de raquettes
4. Artisane, artisan dans la fabrication de canots de toile
5. Artisane, artisan dans la confection de mocassins

## **Secteur 05 Bois et matériaux connexes**

1. Ouvrière, ouvrier à la préparation des bois massifs
2. Assembleuse, assembleur de portes et fenêtres en bois
3. Assembleuse, assembleur de meubles ou d'armoires
4. Couturière, couturier de meubles
5. Ouvrière, ouvrier au pré-garnissage de meubles
6. Assembleuse, assembleur de fenêtres en vinyle
7. Préposée, préposé à la finition
8. Assembleuse, assembleur de portes et fenêtres en bois

## **\*Secteur 06 Chimie et biologie\***

## **Secteur 07 Bâtiment et travaux publics**

1. Préposée, préposé à l'entretien ménager d'édifices publics
2. Aide-concierge
3. Préposée, préposé à l'entretien ménager résidentiel
4. Préposée, préposé au nettoyage résidentiel
5. Manœuvre en voirie municipale
6. Manœuvre aux réseaux d'aqueduc et d'égout
7. Préposée, préposé à l'entretien de patinoires extérieures

8. Préposée, préposé au nettoyage de revêtements extérieurs


### **Secteur 08 Environnement et aménagement du territoire**

1. Préposée, préposé dans un écocentre
2. Opératrice, opérateur d'équipement de tri
3. Trieuse-étiqueteuse, trieur-étiqueteur
4. Préposée, préposé au poste d'accueil
5. Piégeuse, piègeur d'animaux à fourrure

### **Secteur 09 Électrotechnique**

1. Assembleuse, assembleur de composants électroniques
2. Monteuse, monteur d'appareils électriques ou électroniques
3. Préposée, préposé à la récupération d'appareils électroniques

### **Secteur 10 Entretien d'équipement motorisé**

1. Nettoyeuse, nettoyeur de véhicules
2. Préposée, préposé de stations-services
3. Installatrice, installateur de pneus 
4. Préposée, préposé à l'application de produits antirouille
5. Aide dans un atelier spécialisé en vitres d'automobiles
6. Commis de cour de recyclage de pièces d'automobiles

### **Secteur 11 Fabrication mécanique**

1. Manœuvre en fabrication de produits métalliques
2. Préposée, préposé au meulage
3. Préposée, préposé au polissage
4. Assembleuse, assembleur de matériel mécanique
5. Assembleuse, assembleur (caoutchouc, composites, plastiques)
6. Manœuvre (caoutchouc, composites, plastiques)
7. Aide-opératrice, aide-opérateur à la ligne d'extrusion
8. Aide-opératrice, aide-opérateur à la presse
9. Aide-opératrice, aide-opérateur à la thermoformeuse
10. Manutentionnaire

### **Secteur 12 Foresterie et papiers**

1. Reboiseuse, reboiseur
2. Manœuvre de scierie

### **Secteur 13 Communications et documentation**

1. Aide-pressière, aide-pressier sur une presse offset rotative
2. Aide-pressière, aide-pressier sur une presse offset à feuilles
3. Aide-pressière, aide-pressier sur une presse flexographique
4. Aide-pressière, aide-pressier sur une presse sérigraphique
5. Relieuse, relieur de manuels scolaires et de livres usagés

6. Aide-opératrice, aide-opérateur de massicot
7. Aide-opératrice, aide-opérateur de plieuse
8. Aide-opératrice, aide-opérateur de machine à relier sans couture
9. Aide-opératrice, aide-opérateur d'encarteuse-piqueuse
10. Opératrice, opérateur de machines de préparation postale
11. Préparatrice, préparateur de commandes postales
12. Aide-générale, aide-général en finition - relieur en imprimerie
13. Préposée, préposé dans un centre de copie et d'impression numérique

### **\*Secteur 14 Mécanique d'entretien**

### **Secteur 15 Mines et travaux de chantier**

1. Aide-foreuse, aide-foreur (forage au diamant en surface)
2. Préposée, préposé à la carothèque
3. Aide de camp

### **\*Secteur 16 Métallurgie\***

### **Secteur 17 Transport**

1. Préparatrice, préparateur de commandes
2. Aide-livreuse, aide-livreur
3. Aide-livreuse, aide-livreur du secteur du meuble
4. Chauffeuse-livreuse, chauffeur-livreur
5. Aide-déménageuse, aide-déménageur
6. Préposée, préposé dans un parc de stationnement
7. Patrouilleuse, patrouilleur de parcs de stationnement
8. Préposée, préposé à l'entretien de parcs de stationnement
9. Brigadière, brigadier scolaire

### **Secteur 18 Cuir, textile et habillement**

1. Buandière, buandier
2. Préposée, préposé à la buanderie
3. Couturière industrielle, couturier industriel
4. Opératrice, opérateur de machines de nettoyage à sec
5. Opératrice, opérateur de presses : nettoyage à sec
6. Manœuvre en production textile

### **Secteur 19 Santé**

1. Préposée, préposé au service alimentaire

### **Secteur 20 Services sociaux, éducatifs et juridiques**

1. Préposée, préposé d'aide dans un service de garde
2. Aide-éducatrice, aide-éducateur
3. Assistante, assistant en loisirs

### **Secteur 21 Soins esthétiques**

1. Aide dans un salon de coiffure

**TOTAL for 2021-22: 135**