The profiles for basic job skills describe how reading, writing, numeracy, oral and digital skills are part of the work tasks in various occupations. The profile shows which basic skills the employee should have.

The profiles can be used to give:
- Relevant training in basic skills in the SkillsPlus programme
- Make language teaching work-oriented
- Give a vocational aspect to the common core subjects in the VET (vocational education and training)
Tasks for the canteen assistant:

- prepare hot and cold food
- operate cash register
- deal with customers
- order groceries and general goods

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**Reading**

**On a daily basis the canteen assistant will:**
- read signs and symbols
- read work schedules and vacation plans
- read messages from colleagues and management
- read various posters
- read product dates-stamps and use-by dates

**Regularly the canteen assistant will:**
- read product declarations
- read information about foods
- read recipes
- read the management information letter
- read instructions for the processing of food and operation of appliances
- read order lists
- read menus

**Occasionally the canteen assistant will:**
- read HSE instructions for hygiene, fire etc.
- read his/her own paycheck
- read symbols and warning signs
- read guidelines for the treatment of waste
- read manuals for new equipment
- read new or revised internal procedures
- read forms and information related to his/her own employment

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**Writing**

**On a daily basis the canteen assistant will:**
- write short messages to themselves or others
- fill in the cash register settlement
- write menus or labels with info on allergens

**Regularly canteen assistant will:**
- log technical problems and deviations
- report on events to superiors
- write information tags to lost and found

**Occasionally the canteen assistant will:**
- report and document damages to equipment or people
- report and document vandalism and theft
- forward complaints from passengers
- report on error messages from computer to the traffic control center
- write deviations message
- write notes and assignments in connection with training
- fill out a self-certification of absence form
• keep track of the kitchen and dining room
• do the cleaning and dishwashing
• restock groceries

Oral skills

On a daily basis the canteen assistant will:
• take orders from customers
• receive instructions from management or colleagues
• recommend dishes and explain the menu
• talk to customers and employees
• receive oral messages from colleagues and clients
• listen to and give oral reports

Regularly the canteen assistant will:
• provide information about planned routines and menus for the week
• talk on the phone, receive and give messages
• talk to suppliers
• talk to colleagues about clients’ wishes and orders
• talk to colleagues about social activities

Occasionally the canteen assistant will:
• talk to colleagues and managers about his/her own work situation
• talk about training
• have a performance appraisal with his/her manager
• notify emergencies or accidents
• notify if something is not clear
• notify illness and absence
• suggest changes in tasks and working methods

Numeracy

On a daily basis the canteen assistant will:
• count money when settling the cash register
• keep track of money given as change
• add, subtract, multiply and divide figures
• read simple recipes and follow these

Regularly the canteen assistant will:
• fill in timesheets
• check his/her own paycheck
• convert between units of measurement
• adapt recipes and figure out the right amounts
• count and keep track of stock
• assess mixing ratio when using detergents
• read temperatures and ensure that they are within the approved limits

Occasionally the canteen assistant will:
• calculate his/her own tax or holiday pay
• make estimates of amounts when purchasing
• measure the amounts of ingredients when cooking
• check invoices
• calculate consumption of resources in relation to expected use
«Practical applicability motivates adults to participate in training»

Digital skills

On a daily basis the canteen assistant will:
- use digital cash registers
- fill in the information on digital cash settlement forms
- record time worked on electronic forms
- use a calculator
- use a scanner

Regularly the canteen assistant will:
- use spreadsheets
- find updated recipes
- send emails
- check meetings or appointments
- find forms on the computer, on the Internet or intranet
- send and receive text messages

Occasionally the canteen assistant will:
- find new recipes for nutritious food
- save recipes into folders
- check HSE procedures on the Internet
- use digital applications in training
- use standard office software
- submit online order lists
- help customers with electronic payment services

The Knowledge Promotion Reform from 2006 has defined five skills that form the basic prerequisites for learning and development in school, work and community life.

The five basic skills are:
- Digital skills
- Oral skills
- Reading
- Writing
- Numeracy

At skillsnorway.no you will find more resources aimed at working with adults and basic skills.