



DIRECTORY OF SEMISKILLED TRADES

Summary Document

Valid for the 2025-2026 school year

(updated October 2025)

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:

https://prod-da.education.gouv.qc.ca/pls/apexda/r/esp_rms/rms_gp/repertoire?clear=RP,1&session=4600261570098

Please make note:

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.

Please note: “**Stock Handler**” still appears twice in English: in 1-8798 and 11-8794 but will be modified during the 25-26 school year 11-8794 will become ‘**Warehouse Stock Handler**’ while the job title of 1-8798 will remain.

Four new trades in Sector 19 are introduced in 25-26: **Cremation Chamber Operator** 19-8862, **Funeral Parlour Attendant** 19-8863, **Pallbearer** 19-8864, **Gravedigger** 19-8865. Please refer to Info-Sanction 25-26-02. The trades will be added to the Directory during the course of the 2025-2026 school year.

Created by the WOTP Team and updated October 2025.

*Note: This “Summary” is **not** an official document. The MEQ online version is the only up-to-date and official Directory of Semiskilled Trades. In the event of any discrepancies, the online Directory shall prevail.*

Sector 01 – Administration, Commerce and Computer Technology (8 trades)

8692 Door Greeter

Door greeters work in superstores or warehouse stores. Individuals must be at least 16 years old to practise this semiskilled trade.

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

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

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

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

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

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

Sector 02 – Agriculture and Fisheries (18 trades)

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

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

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

721 - Help load or unload a vehicle

830803 – Wash the ship after landing the seafood products

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, cloudberry, 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

Sector 03 – Food Services and Tourism (25 trades)

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

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

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

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

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

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

831303 – 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

831401 – 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

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

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

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*

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

Sector 04 – Arts (5 trades)

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

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

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

714 Take action in the event of a minor incident or problem

Sector 05 – Woodworking and Furniture Making (8 trades)

8749 Solid Wood Preparation Assistant

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 Preparation Assistant

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 appliques

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

8859 Sander

Sanders work for companies that manufacture wooden furniture, cabinets, cupboards, doors and windows.

835901 – Prepare the sanding work

835902 – *Correct minor defects on surfaces to be sanded*

835903 – *Mask the surfaces*

835904 – Sand pieces by hand

835905 – Sand pieces using a sander or a sanding machine tool

835906 – Check the quality of the sanding

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 06 – Chemistry and Biology (0 trades)

Sector 07 – Buildings and Public Works (8 trades)

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*

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. Individuals may be required to consent to a judicial record verification

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

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

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 (5 trades)

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

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 fur-bearing animals; pass the examination corresponding to the course taken and hold an attestation to that effect.” In addition, a person must hold the proper hunting or trapping licence in order to hunt or trap.

- 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

8860 Sorter (cardboard, paper, plastic, glass and metal)

Sorters work in for-profit and not-for-profit sorting facilities or recovery and sorting centres. The recyclable materials come from selective collections of waste from the population as well as organizations and businesses. The sorter sorts the recyclable materials before they are fed into the separator and checks the quality of the materials when they exit. Sorting systems consist of several types of equipment (ballistic, optical, magnetic or other sorters).

Other job titles: Recycling sorter, recycling attendant, recycling assistant, sorting centre labourer.

- 836001 – Pre-sort recyclable materials
- 836002 – Sort the cardboard, paper or plastic items before they are fed into the separator
- 836003 – Check the quality of the cardboard, paper or plastic items as they exit the separator
- 836004 – Sort glass items
- 836005 – Sort metal items
- 836006 – Maintain the work area
- 836007 – Communicate verbally in the workplace

Sector 09 – Electrotechnology (3 trades)

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 trough-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 (7 trades)

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

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

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

8861 Bicycle Maintenance Attendant

The person works at a business specializing in the sale of bicycles or sports equipment, at a bicycle rental business, at a self-service bicycle business or at a bicycle maintenance or repair shop. The person maintains city bikes, mountain bikes, road bikes, etc.

718 - Serve the customers of a sports equipment rental or repair business

836101 - Clean the bicycle

836102 - Maintain wheels and tires

836103 - Maintain braking system

836104 - Maintain transmission system

836105 - Maintain steering system

836106 - Assemble bicycle

505 - Keep the work areas clean and orderly in a sports equipment rental or repair business

Sector 11 – Mechanical Manufacturing (10 trades)

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. Please note that labourers are not set-up operators, operators, operator-helpers or production helpers.

- 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

8794 Warehouse Stock Handler

Stock handlers work in warehouses in food processing plants or manufacturing plants that produce a range of products such as electrical appliances or electronics, mechanical parts, furniture, and rubber products. They may also work in distribution centres for these type of products.

Sections 256.2 and 256.3 of the Regulation respecting occupational health and safety (CQLR, c. S-2.1, r. 13) stipulate that an operator of a fork lift truck must be at least 16 years old and must have undergone appropriate training.

522 - Operate a lift truck

721 - Help load or unload a vehicle

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

829401 - Visually inspect merchandise, raw materials, semi-finished products, etc.

829402 - Store merchandise, raw materials, semi-finished products, etc.

829403 - Ship merchandise, raw materials, semi-finished products, etc., or help ship them

112 - Help clean and tidy up the warehouse

Sector 12 – Forestry and Pulp and Paper (2 trades)

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

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).

A certificate of competency is required for drivers aged 16 or 17. The minimum age for driving a snowmobile or an all-terrain vehicle (ATV) is 16. In addition, the Competency of Operators of Pleasure Craft Regulations require that a person hold a Pleasure Craft Operator Card. The minimum age for operating a pleasure craft with no restrictions on engine power is 16.

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

Sector 13 – Communications and Documentation (13 trades)

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 14 – Maintenance Mechanics (0 trades)

Sector 15 – Mining and Site Operations (3 trades)

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

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 and hold an attestation to that effect issued 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

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 16 – Metallurgical Technology (0 trades)

Sector 17 – Transportation (9 trades)

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 (6 trades)

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.

522 – 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 (5 trades)

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.

8862 Cremation Chamber Operator

Cremation chamber operators work for funeral services businesses, funeral cooperatives or a business that operates a cemetery with a crematorium. In small companies that are not very busy, the staff often carry out tasks assigned to more than one job. Cremation chamber operators perform various tasks associated with the incineration of the body and the collection of the ashes of deceased persons during cremation ceremonies. They also maintain the cremation chamber and associated facilities. Cremation chamber operators carry out preventive maintenance on equipment to ensure that it works properly during ceremonies.

836201 - Receive the mortal remains

836202 - Support the family and friends

836203 – Operate a cremation chamber

836204 - Recover the ashes

836205 - Carry out preventive maintenance on a cremation chamber

836206 - Ensure that the premises are clean and tidy

836207 - Take action in the case of a health or environmental emergency

8863 Funeral Parlour Attendant (NOT YET IN DIRECTORY)

Funeral parlour attendants prepare and set up the funeral parlour for the viewing of the body of the deceased. In all cases, funeral parlour attendants must take into account the last wishes of the deceased, if any, and must take care to ensure that the needs and wishes of the bereaved family are met. Their duties include setting up the room (lighting, music, furniture covers, draperies, floral arrangements, display counters for photos and personal effects of the deceased, condolences book, etc.), opening and closing the funeral parlour doors, and stocking the lounge as needed (beverages, snacks, etc.) during the visitation hours

240201 - Open and close the parlour

240202 – Prepare the viewing rooms and ceremony rooms

240203 – Greet the family members, friends and visitors

240204 – Monitor the premises

240205 – Assist with the housekeeping in the parlour

720 – Take action in an emergency situation

8864 Pallbearer (NOT YET IN DIRECTORY)

Pallbearers work for funeral services businesses or funeral cooperatives. They carry caskets or urns at funerals. The casket or urn is first transported to the viewing room at the funeral parlour or taken outdoors to the location where the religious or secular ceremony will take place, then to the cemetery, the mausoleum or the columbarium. The work is carried out in collaboration with other pallbearers. In small companies that are not very busy, the staff often carry out tasks assigned to more than one job. This means that pallbearers may perform the tasks of funeral parlour attendants.

A pallbearer may also drive a hearse or an accompanying vehicle. To drive a hearse, a valid Class 5 driver's licence is compulsory.

240301-Carry the casket

240302-Carry the urn

240303-Assist the members of the funeral team

240304-Drive a hearse

730-Lower the casket into the grave

731-Lower the urn into the grave

240307-Place the casket in the crypt

240308 Place the urn in the columbarium niche

8865 Gravedigger (NOT YET IN DIRECTORY)

Gravediggers work for funeral services businesses or funeral cooperatives that have a cemetery, for a business that operates a cemetery or for a parish that is responsible for a cemetery. They are responsible for digging and preparing graves and for backfilling them after the caskets have been placed. Gravediggers also prepare crypts and niches in mausoleums and columbariums. In small companies that are not very busy, the staff often carry out tasks assigned to more than one job. This means that gravediggers may perform pallbearer tasks such as lowering caskets into graves.

However, the situation is different in companies that are very busy. A person who holds a Diploma of Vocational Studies in Construction Equipment Operation could be hired to do the excavation, thus leaving the gravedigger to carry out other activities. To drive a backhoe, a valid Class 5 driver's licence is compulsory.

240401 – Locate the plot for an interment or disinterment

240402 – Drive a backhoe through the lanes of a cemetery

240403 – Excavate the gravesite

240404 – Prepare the gravesite

730 – Lower the casket into the grave

731 – Lower the urn into the grave

240405 – Bury the casket or urn

240406 – Prepare the crypt or niche

240407 – Prepare the site of the disinterment

240408 – Disinter a casket or an urn

Sector 20 – Social, Educational and Legal Services (3 trades)

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 (1 trades)

8666 Hair Salon Assistant

Hair Salon assistants work in hair salons, barber shops or in establishments providing a combination of hair care and esthetic services.

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 for 2025-2026=139