



Occupational Profiles: General Services

Job Title	Applied Mathematics	Locating Information	Reading for Information	Work Ready Certificate Level
Accountant	6	5	5	Platinum
Adjustment clerk	4	4	4	Silver
Administrative service manager	4	4	4	Silver
Auditor	4	4	4	Silver
Barber	3	3	3	Bronze
Bicycle repairer	4	4	4	Silver
Bill and account collector	4	4	3	Silver
Billing, cost and rate clerk	4	4	4	Silver
Bookkeeping, accounting and auditing clerk	4	4	4	Silver
Cashier	3	4	3	Silver
Child care worker	3	4	4	Silver
Child, family and school social worker	4	4	5	Gold
File clerk	3	4	4	Silver
Financial manager, brand or department	5	5	6	Platinum
Hairdresser, hairstylist and cosmetologist	4	5	4	Gold
Human resources assistant, except payroll and timekeeping	5	4	4	Gold
Human resources, training and labor relations specialist, all other	4	5	6	Platinum
Municipal fire fighter	4	4	4	Silver
Municipal fire fighting and prevention supervisor	4	4	6	Platinum
Office and administrative support worker, all other	3	3	3	Bronze
Office clerk, general	4	4	4	Silver
Plumber	4	5	3	Gold
Police patrol officer	4	4	4	Silver
Police, fire and ambulance dispatcher	3	4	4	Silver
Postal service mail sorter, processor and processing machine operator	3	4	4	Silver
Post-secondary teacher, all other	5	4	5	Gold
Retail salesperson	3	5	4	Gold
Sales representative, services, all other	4	4	4	Silver
Secretary, except legal, medical and executive	4	4	4	Silver
Security guard	3	3	3	Bronze
Sheriff and deputy sheriff	4	4	5	Gold
Shipping, receiving and traffic clerk	3	4	4	Silver
Social and community service manager	5	4	5	Gold