

Patina · Reading

Job Postings

four real job ads · who is right for which job?

posting words · four postings · ★ find it · ★★ real posting words, the right job, why not · ★★★ write a posting, then the right job for you

Posting words

Four words every job posting uses. Tap each one and listen.

1 responsibilities

the things you do at the job

2 requirements

the things you must have or be able to do

3 benefits

good things the job gives you, like time off

4 bilingual

you can speak two languages

Four job postings

Four real job postings. Read them like you read them online.

Store Clerk

[Millbrook Market](#) · Brooklyn, NY

\$17–\$19 an hour **Full-time** **Monday to Friday, day shift**

Millbrook Market is hiring a store clerk. Join our friendly team!

Responsibilities

- Unload deliveries and stock shelves
- Pack online orders
- Help customers find products
- Keep the store clean

Requirements

- Able to lift up to 50 lbs
- Customer service skills
- Must be available Monday to Friday

Nice to have: Bilingual (Spanish)

Benefits: Employee discount · Paid time off

To apply: bring your resume to the store.

Posted 2 days ago

Barista

[Corner Café](#) · Queens, NY

\$16 an hour + tips **Part-time** **Saturday and Sunday, 6 AM to 2 PM**

Corner Café is looking for a friendly barista.

Responsibilities

- Make espresso drinks and coffee
- Bake muffins every morning
- Take orders and handle cash
- Greet every customer with a smile

Requirements

- Customer service experience
- Must be available weekends

Nice to have: Speaks French

Benefits: Free drinks · Flexible hours

To apply: email your resume and a short note.

Posted 5 days ago

Medical Receptionist

[Millbrook Health Clinic](#) · Brooklyn, NY

\$19–\$22 an hour **Full-time** **Monday to Friday, 8 AM to 4 PM**

Our busy family clinic needs a friendly front desk receptionist.

Responsibilities

- Answer phones and schedule appointments
- Check in patients at the front desk
- Enter patient information on the computer

Requirements

- Basic computer skills
- CPR and First Aid certification
- Must be available Monday to Friday

Nice to have: Bilingual (Arabic or Spanish)

Benefits: Health insurance · Paid holidays

To apply: send your resume by email.

Posted today

Maintenance Worker

[Millbrook Apartments](#) · Queens, NY

\$21–\$24 an hour **Part-time** **Saturday and Sunday**

We are hiring for a 60-unit apartment building.

Responsibilities

- Make small repairs to doors, sinks and lights
- Mow the lawn and clear snow
- Keep the halls and stairs clean

Requirements

- Basic repair skills
- Comfortable working on ladders
- Valid driver's license

Nice to have: Own tools

Benefits: Paid time off

To apply: call the building office.

Posted 1 week ago

★ Find it

Find it in the postings. Then type it in the chat.

1 Which job needs a driver's license?

2 Which job gives free drinks?

3 Which job has health insurance?

4 What is the pay for the store clerk?

★★ Real posting words

Real posting words. Write them in our class words.

1 ***"Able to lift up to 50 lbs"*** (Store Clerk)

2 ***"Make espresso drinks and coffee"*** (Barista)

3 ***"CPR and First Aid certification"*** (Medical Receptionist)

4 ***"Comfortable working on ladders"*** (Maintenance Worker)

5 ***"Mow the lawn and clear snow"*** (Maintenance Worker)

★★ Who is right for which job?

Four people. Read what they can do. Which job is right?

Nadia

- I can answer the phone and use a computer.
- I can give first aid and help customers.
- I can work Monday to Friday.
- I can't work weekends.

Luis

- I can make coffee, bake, help customers and cook.
- I can work weekends.
- I can't lift heavy boxes.

Rosa

- I can lift heavy boxes, pack boxes, help customers and clean.
- I can work Monday to Friday.
- I can't make coffee.

David

- I can fix things, climb a ladder, cut grass and drive.
- I can work weekends.
- I can't use a computer.

1 Which job is right for Nadia?

2 Which job is right for Luis?

3 Which job is right for Rosa?

4 Which job is right for David?

★★ Why not?

Not the right job. Write one sentence with but.

1 Can Luis be the store clerk?

2 Can Rosa be the barista?

3 Can Nadia be the store clerk?

★★★ Write the posting

Write three Responsibilities for a line cook. Start with the action.

Line Cook

[Millbrook Diner](#) · Queens, NY

\$18 an hour Full-time



Responsibilities

- _____
- _____
- _____

Nice to have: _____

★★★ The right job for you

Which job is right for you? Tell your partner. Do not type it.

The ___ job is right for me.

I can ___, and I can ___.

I can ___, but I can't ___.

Patina

Patina English · Class 17 · Reading

Suggest a correction or improvement