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**State 4-H Interview Contest**

**2017 Job Descriptions**

The Interview Contest is a popular event that gives 4-H members an opportunity to practice the real-life skills needed to apply for a job. Participants prepare a resumé and cover letter for a job they choose from the job descriptions listed below. Evaluators evaluate their performance during a mock interview and give constructive feedback using a standard evaluation rubric.

Interview Contest participants must do the following:

1. **Choose a job:** Choose from one of the three jobs listed below in your age category.
2. **Develop a resumé:**Include real-life experiences (education, work, activities, etc.) that demonstrate your qualifications for the job selected.
3. **Write a cover letter:** Your cover letter should explain why you should be considered for the job selected.
4. **Dress appropriately:** Appropriate dress includes 4-H uniform or attire appropriate for a job interview as outlined in the California State 4-H Interview Contest Manual.

Participants are encouraged to review the tips, interview questions, judging rubrics and supporting materials provided in the [California State 4-H Interview Contest Manual.](http://4h.ucanr.edu/files/51307.pdf)

**Senior Topic *(14-19 years old)***

**Franklin Street Deli**

**Position: Sandwich Maker**

**Position Overview**

Franklin Street Deli is seeking a motivated and friendly sandwich maker! The makerwould assist in making sandwiches during weekends and help move along the rush with afriendly, but efficient attitude. The maker will assist in all stages of the sandwich processincluding the cutting of vegetables, inventory and making sandwiches. The maker is alsoresponsible for cleaning their utensils and workspace. The maker will have opportunitiesto meet with the manager to design new sandwich recipes and items to the deli.

**Essential Job Functions**

* Assist in the cutting of all sandwich ingredients
* Make sandwiches to the customer’s order
* Provide exceptional service, even in rush times
* Clean utensils and the work area
* Assist the manager in new ingredients and sandwich recipes

**Other Necessary Skills**

* Stress management
* Communication
* Social Skills
* Problem Solving
* Self-Motivation

**Eligibility:** 4-H Senior category

**Bring:** Cover letter and Résumé for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**Senior Topic *(14-19 years old)***

**The Clean Home Company**

**Position: House Helper**

**Position Overview**

The Clean Home Company is seeking a new house helper! This helper will visit a few houses once a week, clean and get the family ready for the week ahead. Duties include all aspects of cleaning the home, organizing, and washing. They also work with the family to put things away and prepare for the week ahead.

**Essential Job Functions**

* Clean the homes by vacuuming, dusting and polishing
* Organize the rooms and put items away
* Work with the family to set up a system of picking up and cleaning
* Assist in washing clothes and dishes
* Prepare the family for the week ahead

**Other Necessary Skills**

* Self-motivation
* Planning/Organizing
* Cooperation
* Decision Making
* Concern for Others

**Eligibility:** 4-H Senior category

**Bring:** Cover letter and Résumé for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**Senior Topic *(14-19 years old)***

**Heartland Bank and Trust**

**Position: Bank Teller**

**Position Overview**

Heartland Bank and Trust is looking for a motivated and responsible employee to join their team of bank tellers! This position will assist in the after-school rush at the bank and some Saturday mornings. Tellers are responsible for bank transactions and entering them in the computer system. They are also responsible for answering questions and providing fast and courteous service. There is a performance track program with incentives that the teller can enroll in for advancement and rewards.

**Essential Job Functions**

* Basic bank transactions
* Data entry of needed information in the computer system
* Assist customers with questions
* Serve the customer in a fast and courteous manner
* Assist in promoting bank specials and account offers

**Other Necessary Skills**

* Organization
* Self-motivation
* Goal Setting
* Keeping Records
* Stress Management

**Eligibility:** 4-H Senior category

**Bring:** Cover letter and Résumé for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform

**Intermediate Topic *(11-13 years old)***

**General Hospital**

**Position: Hospital Attendant**

**Position Overview**

General Hospital is looking for a motivated and responsible youth to assist their nursing team! The position will be in direct contact with patients and serve their needs. These needs include assisting with meals, walks and exercise, reading and changing linens. The patients also frequently have visitors, so this position will assist in helping to meet their needs as well.

**Essential Job Functions**

* Reading to hospital patients
* Help with distributing meals to patients
* Assist nurses in changing linens for patients
* Walking with patients
* Assisting hospital guests and visitors in needs

**Other Necessary Skills**

* Nurturing Relationships
* Character
* Problem Solving
* Social Skills
* Contribution to a Group Effort

**Eligibility:** 4-H Intermediate category

**Bring:** Cover letter and Résumé for this position

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**Intermediate Topic *(11-13 years old)***

**Full Bloom Gardening Company**

**Position: Gardener**

**Position Overview**

Full Bloom Gardening Company is looking for a gardener to join their team. This gardener will be responsible for a home’s garden and working with the owner to complete a year around plan for their garden. This requires some horticulture knowledge or willingness to learn of seasons and planting. A garden guide book will also be provided. Other duties will be to plant and maintain the garden according to plan and address any plant health issues that arise.

**Essential Job Functions**

* Plan out the garden according to the seasons and the owner’s desires
* Learn about plant seasons, planting and soil conditions
* Observe and treat for plant health
* Work with owner to install any garden decorations, such as fencing or stones
* Plant and maintain garden

**Other Necessary Skills**

* Learning to Learn
* Communication
* Planning/Organizing
* Decision Making
* Self-Responsibility

**Eligibility:** 4-H Intermediate category

**Bring:** Cover letter and Résumé for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**Intermediate Topic *(11-13 years old)***

**Stitch and Seam Tailors**

**Position: Tailor Assistant**

**Position Overview**

Stitch and Seam Tailors is looking for a motivated assistant in their shop. The assistant would help with tailor reservations and orders, manage client pick-ups and payments, and maintain the shop’s appearance and inventory. The assistant should have basic sewing abilities or the willingness to learn from two exceptional seamstresses. The assistant will also help with promoting the tailor store through advertising, specials or public relations.

**Essential Job Functions**

* Assist tailor with tailor reservations
* Manage client pick-ups and payments
* Maintain shop appearance and inventory
* Help with basic tailoring
* Run promotions for the tailor store

**Other Necessary Skills**

* Communication
* Contribution to a Group Effort
* Learning to Learn
* Self-Responsibility
* Decision Making

**Eligibility:** 4-H Intermediate category

**Bring:** Cover letter and Résumé for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**Junior Topic *(9-10 years old)***

**Happy Chow Pet Feeders**

**Position: Pet Feeder**

**Position Overview**

Happy Chow Pet Feeders is looking for a pet feeder to assist in their office. The pet feeder would assist in preparing the food, feeding the correct amount of food, and keeping inventory of feeds. Observe general animal health and report any problems to the manager. They would also assist in taking calls to schedule reservations.

**Essential Job Functions**

* Feed animals appropriate amount on the animal’s feeding chart
* Prepare food for animals
* Assist in the inventory of feeds
* Observe animal health and report to manager
* Assist in calls for reservations

**Other Necessary Skills**

* Keeping records
* Disease Prevention
* Planning/Organizing
* Self-responsibility
* Concern for Others

**Eligibility:** 4-H Junior category

**Bring:** Cover letter and Résumé for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**Junior Topic *(9-10 years old)***

**Fall Around Leaf Company**

**Position: Leaf Remover**

**Position Overview**

Fall Around Leaf Company provides leaf removal and offers leaves for craft projects.

Once the leaves are raked, then they are sorted and dried for sale for craft projects. This position will assist in collecting leaves and sorting by types. Information and training will be provided for sorting and drying. Some horticulture knowledge is a plus or willingness to learn about tress and their leaves.

**Essential Job Functions**

* Work with a team for leaf removal trips
* Work in a fast paced environment for sorting
* Provide records of leaves collected and hours
* Work with community to identify volunteer organizations that would want leaves
* Organize leaves for projects

**Other Necessary Skills**

* Teamwork
* Contribution to a group effort
* Keeping records
* Community Service Volunteering
* Planning/Organizing

**Eligibility:** 4-H Junior category

**Bring:** Cover letter and Résumé for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**Junior Topic *(9-10 years old)***

**Heartland Elementary School**

**Position: Lost and Found Assistant**

**Position Overview**

Heartland Elementary School is looking for a caring youth to assist in their office with the lost and found box. The assistant will help decorate a new lost and found box and make fliers to announce where the box is located. They will also log what items are reported as lost and what items are turned in. This log will be used by the office to reunite owners and their items. The assistant will also make classroom announcements about the importance of turning in objects and honesty on the playground. They will also submit a list of items to the office secretary and the school newspaper.

**Essential Job Functions**

* Decorate the Lost and Found Box
* Make fliers and announcements about the box and box location
* Keep records of items lost and found
* Make classroom announcements to encourage the use of the box
* Work with the office secretary and the school newspaper

**Other Necessary Skills**

* Keeping Records
* Contribution to a group effort
* Character
* Communication
* Planning/Organizing

**Eligibility:** 4-H Junior category

**Bring:** Cover letter and Résumé for this position

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