

Job Posting Builder: Examples and Templates

Your **job posting** is your first official gatekeeper. Consider the fact that job seekers may not even get to your company's careers page – they may go straight to your job posting if they're routed from outside sites like Indeed. So you want your job description to be clear: here's the job, here's who we are, and here's what we're offering.

By writing a compelling and concise job description, you'll get those quality applicants through the door. If you're too vague in the job post, you might get quantity, but not necessarily quality – which means you'll just have more candidates to sort through who may not be qualified.

In the following pages, you'll find job descriptions for common positions such as:

- Server
- Line cook
- Dishwasher
- Group Exercise Instructor
- Fitness Supervisor
- Massage Therapist
- Swim Instructor
- Improvement Contractor
- Licensed Plumber
- Home Health Nurse
- Front Desk Agent
- Sales Associate

We hope you'll use our templates as a guide to build a job posting specific to your business' needs.



Server

COMPANY AND CULTURE DESCRIPTION:

This is where you will put a description of your company.

JOB POSITION DESCRIPTION:

Servers bridge the kitchen and our guests, ensuring that the food is out and the guests at each table are happy. Our servers are always organized, calm, and friendly, going above and beyond to make sure their tables have the best experience.

RESPONSIBILITIES:

- Welcoming guests with a smile
- Delivering food orders to guests in a timely and courteous manner
- Communicating regularly with and responding promptly and courteously to all guest requests
- Providing exemplary service to include refilling beverages and clearing tables
- Responding sincerely and appropriately to guest requests
- Practicing alcohol awareness and exercising good judgment when serving guests alcohol in compliance with local laws
- Thanking guests and inviting them back when leaving as well as inquiring about their dining experience
- Performing opening and closing duties
- Maintaining a professional, composed, and calm demeanor always

QUALIFICATIONS:

- Current Food Handler certificates
- Ability to carry at least 30 lbs.
- Strong communication skills
- Strong interpersonal skills
- Ability to stand for long periods of time
- Ability to reach, bend, squat and lift while on the shift
- Six months of full-service restaurant experience preferred
- High School Diploma/ GED
- Able to multitask and organize

BENEFITS:

- Free meal every shift
- Competitive pay
- Flexible scheduling
- Potential for promotions
- Free t-shirt



Line Cook

COMPANY AND CULTURE DESCRIPTION:

This is where you will put a description of your company.

JOB POSITION DESCRIPTION:

Line cooks prepare the delicious, quality food our brand is known for. The ideal line cook is a food expert, cares about the details, and remains calm in the face of multiple, complicated tickets.

RESPONSIBILITIES:

- Properly setting up and taking down station
- Cooking raw and prepared foods, including meat and eggs, to order
- Properly labeling, dating and filling pans
- Cleaning, organizing, and maintaining refrigerators, cooler drawers, and dry storage areas
- Taking inventory and stocking/restocking items
- Communicating with fellow staff members to ensure quality product and ticket times
- Adjusting to high-pressure situations
- Understanding and complying with food safety and temperature standards
- Maintaining a professional and calm demeanor always

QUALIFICATIONS:

- Current Food Handler certificates
- Ability to carry at least 30 lbs.
- Strong communication and interpersonal skills
- Ability to work in fast-paced environments
- Able to multitask and organize
- Ability to stand for long periods of time
- Ability to reach, bend, squat and lift while on the shift
- Ability to withstand frequent exposure to smoke, steam, high temperatures, humidity, and extreme cold
- Knowledge of kitchen equipment
- High School Diploma/ GED

BENEFITS:

- Free meal every shift
- Competitive pay
- Flexible scheduling
- Potential for promotions



Dishwasher

COMPANY AND CULTURE DESCRIPTION:

This is where you will put a description of your company.

JOB POSITION DESCRIPTION:

Dishwashers are essential in maintaining the cleanliness and sanitation of our china, glassware, tableware, and cooking utensils. The ideal dishwasher is organized, detailed, and methodical.

RESPONSIBILITIES:

- Sort and rinse dirty dishes, glass, tableware, and other cooking utensils and place them in dish racks to send through the dish machine
- Washes pots, pans, and beehive by hand in 3-compartment sink following the correct order of wash, rinse & sanitize.
- Set-up and break-down dishwashing area properly, thoroughly cleaning the dish machine.
- Properly clean the dish machine following the proper procedure.
- Maintains cleanliness in all areas of the restaurant as needed.
- Projects and assignments are completed thoroughly, professionally and with care in a timely manner.
- Adjusts to high-pressure situations and is open to change.
- Other duties might include, but are not limited to: prep, meat grinding, onion ring breading, cutting half-sours, etc.
- Unload and put away orders

QUALIFICATIONS:

- Hard-working
- Willingness to help others
- Able to multitask and organize
- Upbeat and positive attitude
- Behaves professionally and can be flexible in a changing environment
- Must have Food Handlers Certificate
- High School Diploma/ GED

BENEFITS:

- Free meal every shift
- Competitive pay
- Flexible scheduling



Group Exercise Instructor

COMPANY AND CULTURE DESCRIPTION:

This is where you will put a description of your company.

JOB POSITION DESCRIPTION:

We are looking for a group exercise instructor to lead large, member-centered fitness classes. Individuals should be highly motivated, energetic and sociable with a drive for coaching and motivating people. This instructor needs to be reliable, punctual, and have a health focus lifestyle. The instructors need to be knowledgeable about fitness while delivering safe, effective, and challenging fitness classes.

RESPONSIBILITIES:

- Design workout classes
- Deliver workouts to groups of 3-24 clients
- Energize and motivate clients throughout the class
- Modify workouts to accommodate various skill levels
- Handle members concerns and answer any questions
- Attend mandatory staff meetings and in-services held by leadership
- Attract new members and retain current members

QUALIFICATIONS:

- Must have 1-year teaching experience
- Strong verbal communication
- CPR Certified
- Personal training or group exercise certified
- High School Diploma/ GED
- Experience teaching specific classes that are being applied for is preferred
- Customer service experience
- Ability to carry at least 30 lbs.
- Positive, motivating and energetic personality

BENEFITS:

- Fitness membership
- Training programs and classes
- Potential for promotions
- Positive team atmosphere



Fitness Supervisor

COMPANY AND CULTURE DESCRIPTION:

This is where you will put a description of your company.

JOB POSITION DESCRIPTION:

Our Supervisors represent the company! They support their management team and help to oversee our team members. Our supervisors lead by example in greeting members and running day-to-day operations. Our supervisors need to be knowledgeable about fitness and have an energetic personality.

RESPONSIBILITIES:

- Oversees general cleaning/maintenance of interior and exterior facility to ensure quality standards are met and maintained.
- Responsible for preventative maintenance and document repairs in maintenance log, including all equipment pieces/parts.
- Inspect equipment daily and will repair immediately upon breakage; including but not limited to ordering parts and using express delivery when necessary.
- Focuses on safety, cleanliness and general maintenance of grounds and parking lot
- Responsible for proper records and administration of invoices, project bids, and work orders. Inspects timely and satisfactory completion.
- Daily inspection of facility eliminating potential risk and danger of safety

QUALIFICATIONS:

- High School Diploma/ GED
- Customer service experience
- Have at least 1-year leadership experience
- Be health- and fitness-minded
- Ability to communicate in person and on the phone
- Ability to carry at least 30 lbs.

BENEFITS:

- Training & Best Practices (Safety Director meetings and internal networking)
- Progressive Pay, Paid Holidays, Time off and Flexible workweek schedule
- Fitness Center Membership



Massage Therapist

COMPANY AND CULTURE DESCRIPTION:

This is where you will put a description of your company.

JOB POSITION DESCRIPTION:

Our growing massage centers need massage therapists. We are looking for qualified massage therapists to provide professional and engaging massages to our clients. Our therapists should have strong customer service skills and be experienced with spa and personal care.

RESPONSIBILITIES:

- Provide 30- to 60-minute massages for appointment holders and walk-ins at our location
- Inform clients on our service offerings and help them choose the types of massages that would benefit them most
- Design personalized sessions around clients' specific complaints or problem areas
- Talk and listen to clients during massages and adjust technique to meet their needs
- Suggest massage schedules for recurring sessions
- Prepare various types of oil blends for clients' skin and perform other treatment techniques and therapies in addition to massage.
- Discuss client concerns, medical histories, and specific stresses or pains to help develop the most beneficial massage treatment

QUALIFICATIONS:

- 4+ years' experience as a professional massage therapist
- Experience working in a spa or therapy center environment preferred
- Excellent customer service and sales skills
- Valid state license for massage therapy
- Knowledge about anatomy and body mechanics
- Previous work experience in this field

BENEFITS:

- Competitive Commission Based Pay and Incentive programs
- Medical Benefits available for full-time employees
- Paid vacations for full-time employees
- Paid training programs

Swim Instructor

COMPANY AND CULTURE DESCRIPTION:

This is where you will put a description of your company.

JOB POSITION DESCRIPTION:

We are hiring swim instructors! Our instructors will teach swim lessons/ or group lessons to all age groups. The instructor should be able to teach beginners to advanced swim lessons based on the American Red Cross program requirements. Our work environment is very rewarding and a great atmosphere for someone who loves teaching and being around water.

RESPONSIBILITIES:

- Instruct swim lessons
- Responsible for safety of swim lessons
- Attend mandatory in-service
- Must clean before and after swim lesson
- Communicate with parents and participants of the lesson
- Motivate and encourage participants
- Provide first aid and treatment as needed
- Evaluate participants of their progress

QUALIFICATIONS:

- High School Diploma/ GED
- Ability to use problem-solving and creative thinking
- Comfortable near water
- Ability to enforce safety rules
- Ability to work in high-pressure situations
- Ability to work with children
- Must pass a background check
- Red Cross Water Safety Instructor certified
- American Red Cross First Aid certified
- Experience as a certified lifeguard, youth sports instructor/ coach, camp counselor and/ or childcare provider required
- At least one or more years as a swimming instructor

BENEFITS:

- Leadership roles
- Flexible hours
- Competitive pay
- Positive team atmosphere



Improvement Contractor

COMPANY AND CULTURE DESCRIPTION:

This is where you will put a description of your company.

JOB POSITION DESCRIPTION:

Our job opportunity is for an individual who has a variety of home improvement skills to support the growth of the business. As our business grows, we need experienced home improvement contractors. You will be responsible for fixing and improving various homes and will be working with other subcontractors. We have a great team and we are looking for someone to fit our company culture.

RESPONSIBILITIES:

- Manage project costs, and layout specifications
- Responsible for project oversight
- Recruit all necessary labor
- Oversee work environment
- Strong understanding of general construction
- Excellent customer service skills

QUALIFICATIONS:

- Must have experience in home remodeling and home repair
- Strong communication skills with workers and customers
- Valid driver's license
- Ability to work and communicate with other subcontractors
- Hardworking and passionate about home improvement
- Ability to do general home repairs
- Customer service experience

BENEFITS:

- Health insurance
- Competitive pay
- 401(k)
- Tools and company vehicle provided



Licensed Plumber

COMPANY AND CULTURE DESCRIPTION:

This is where you will put a description of your company.

JOB POSITION DESCRIPTION:

We are looking to add a licensed plumber to our growing team. Our plumbers install and repair pipes. You will work with experienced plumbers and can learn from the best. We offer competitive pay, great benefits, and long-term job opportunity. If you are experienced and qualified, we encourage you to apply.

RESPONSIBILITIES:

- Be able to interpret blueprints to map the layout of pipes, drainage systems, and other plumbing problems
- Analyze problems and understand what tools and services are needed for the problem
- Follow health and safety regulations
- Perform inspections of plumbing systems and be able to fix any problems
- Report documents of any problems and action taken
- Test plumbing systems for leaks and other problems
- Work with contractors, construction workers, electricians, and other workers when installing and repairing plumbing services
- Be able to cut and assemble pipes with knowledge of existing infrastructure

QUALIFICATIONS:

- Must have plumber license
- Independent contractors must carry liability insurance and workers comp
- Must have experience in home and commercial services
- Knowledge of current regulations within the plumbing field
- Must pass a background check
- Ability to use plumbing tools
- Good physical condition
- Customer service experience

BENEFITS:

- Competitive pay
- 401K retirement with company match
- Health insurance



Home Health Nurse

COMPANY AND CULTURE DESCRIPTION:

This is where you will put a description of your company.

JOB POSITION DESCRIPTION:

Our home health care agency is expanding rapidly, and we need a home health nurse. A home health nurse will be required to work with patients of all ages. They will provide their patients with education, treatment, and emotional support to help their patients recover from illness and injuries. Our home health nurses will work at the patient's home in a one-on-one setting to provide convenience and comfort for the patient.

RESPONSIBILITIES:

- Focusing on patients' needs in the main goal
- Coordinating with doctors and other healthcare professionals regarding their patients' needs
- Assess patients' conditions and chart observations
- Administer medication prescribed by patient's Physician
- Be able to maintenance/ clean any injuries
- Listen/ talk to patients about any concerns or questions
- Be able to make any recommendations for patients to improve quality of life
- Maintains a safe, secure and healthy environment for the patient

QUALIFICATIONS:

- Sharp eye for detail
- Strong communication and patience skills
- Friendly and compassionate
- Ability to carry at least 30 lbs.
- State registered nurse license required
- Graduation from an approved nursing program
- 2+ years' experience in nursing field
- Independent and good time management skills

BENEFITS:

- Competitive pay
- Health insurance
- Training programs
- Flexible schedules
- Paid time off



Front Desk Agent

COMPANY AND CULTURE DESCRIPTION:

This is where you will put a description of your company.

JOB POSITION DESCRIPTION:

We are looking for a hotel front desk agent to greet, communicate and accommodate all our guest's needs during their stay. Our front desk agent needs to be friendly and personable. Front desk agents will make reservations, check guests in and out, answer calls and be able to answer any guests' questions and concerns. Our front desk agents are on the front line at each hotel location and can make or break our guest's stay.

RESPONSIBILITIES:

- Greet and interact with guests in a warm, friendly and professional manner
- Provide exceptional service by listening, communicating and responding to guest's needs
- Use computer system to check in/ out guests and make reservations for guests
- Be able to answer phone calls, operate office equipment and operate the front desk
- Know all safety, security and emergency procedures to ensure guest and hotel safety
- Communicating with the hotel staff about the status of guest rooms
- Be able to have a neat and clean front desk

QUALIFICATIONS:

- History as a front desk or related hospitality experience
- High School Diploma/ GED
- 1+ years' customer service experience required
- Familiarity with hotel software (training will be provided)
- Knowledge of how travel planning websites operate
- Ability to communicate in person and on the phone
- Organized and detail-oriented
- Ability to work in fast-paced environments
- Customer service experience

BENEFITS:

- Paid time off
- Health, dental and vision plan
- Paid volunteer hours



Sales Associate

COMPANY AND CULTURE DESCRIPTION:

This is where you will put a description of your company.

JOB POSITION DESCRIPTION:

As a sales associate, you will be the face of the company dealing with all customer questions about the product and services. It will be your job to keep customers happy and constantly expand your knowledge on new company products, services and policies. You will also be challenged with handling customer complaints and retain customers through excellent customer service. Finally, you will be responsible for the store floor managing the displays, products, and tidiness of the store floor.

RESPONSIBILITIES:

- Being able to greet customers, answering questions, engaging customers with merchandise and providing exceptional customer service
- Guiding customers to merchandise within the store
- Organizing and maintaining an orderly appearance throughout the store floor
- Strong product knowledge
- Contribute to the department's sales goals on a monthly, quarterly and yearly basis
- Passionately seek out customers in the store
- Build customer relationships

QUALIFICATIONS:

- 1+ years of sales experience
- High School Diploma/ GED
- Bachelor's in marketing or sales preferred
- Prove of success in sales
- Professional appearance
- Ability to stand for long periods of time
- Personable and friendly attitude
- Ability to work in fast-paced environments
- Understanding of sales principles

BENEFITS:

- Training programs
- Commission-based pay
- Health insurance

