

What Is a Primary Job Responsibility?

Workers often do not know their main job responsibilities. If they do not know their number 1 responsibility, often they will make it equal to other required duties.

This is risky. You must know your job's number 1 responsibility.



Stop and Think

Here is a list of common jobs. What do you think would be each job's main responsibility? The first entry is done for you as an example.

Position	Primary Responsibility
Cashier	Running cash register
Chef	
Receptionist	
Data entry clerk	
Mail clerk	
Teacher	
Coach	
Manager	
Assistant manager	
Supervisor	
Auto mechanic	
Driver	
Baby sitter	
Baker	
Hairdresser	
Computer operator	

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Position	Primary Responsibility
Janitor	
Salesman	
Courtesy clerk	

You may think that the primary responsibility of a chef is cooking. But at one restaurant, it may be creating recipes. Not all primary and secondary responsibilities are the same for the same jobs. You must know the number 1 reason you were hired.

Stop and Think

1. List your job title: _____

2. What is your primary job responsibility? _____

What Is a Secondary Job Responsibility?

Secondary responsibilities are also important. They include duties you are expected to do. Secondary job responsibilities are expected after you have done your number 1 responsibility.

Stop and Think

Here is the same list of common jobs. What do you think would be a possible secondary responsibility for each job?