

100 job descriptions brought to life	BURSAR	7.2
		Eval.



Here is the same text but you have to complete it with the right words. The first letter is given, as is the number of letters for each word to be written.

**Mr Blackbird:** Did you see, Koko, that presenter did not believe that I had been a **b** \_ \_ \_ \_ \_ in my younger days? I worked in the school canteen. An exemplary **e** \_ \_ \_ \_ \_ , Koko. I looked after the **f** \_ \_ \_ **s** \_ \_ \_ \_ \_ and cleaning **p** \_ \_ \_ \_ \_ . I dealt with **s** \_ \_ \_ \_ \_ to get the best **p** \_ \_ \_ \_ of course! I did the **s** \_ \_ \_ \_ **t** \_ \_ \_ \_ , I did **e** \_ \_ \_ \_ \_ , I had to **a** \_ \_ \_ \_ \_ and place **o** \_ \_ \_ \_ on time. I was always there to **t** \_ \_ \_ **d** \_ \_ \_ \_ \_ of goods and to **c** \_ \_ \_ the **i** \_ \_ \_ \_ \_ . And I remember this teacher, Koko, so proud. She was called Rose. Rose Horn. No, Thorn, that's it. She was interested in **a** \_ \_ \_ \_ \_ , so she said. But I think, Koko, that she was secretly in love with me! It is true that in those days I was quite good looking!

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**Bursar**

Interviewed by Maximillion during the show

**Mr Blackbird:** My job? But my young friend I am retired! I am eighty years old. I was a bursar. What's so funny? You think that is not a proper job? I was a bursar in a restaurant business, you know. What does a bursar do? He makes sure the company that employs him saves money on expenses. That's what. Isn't that right, Koko? And being a bursar requires certain qualities, young man. Administrative and organisation skills, mainly. Absolutely!

.../...



**A few words relating to a bursar's work:**

*Here is a text using a lot of words from the list. Read it carefully, as you will have to use the same words afterwards.*

Accounting	Anticipate	Bookkeeper
Budget	Bursar	Check
Cost price	Distribution	Establishment
Estimate	Food	Hygiene
Invoice	Management	Order
Products	Purchase	Security
Standards	Stocktaking	Supervise
Supplier	Supplies	Take delivery of

I kept an eye on kitchen stock -except for fresh foods, which was the chef's affair - canned goods, condiments, cleaning products, and so on... practically everything. If we were about to run out of something, I took care of it. I would look for the best price from suppliers and I would place the order. I supervised deliveries and demanded refunds when necessary...

Are there bursars only in restaurants? My goodness, no! They also work in school canteens, hotels, holiday centres and hospitals. Do you have to study to become one? Of course! What were you thinking Mr. Presenter! You must study accountancy. Not as far as 'A' levels mind you.

\*

*In related areas of work, Mr. Blackbird could also be: accountant; stock controller; business controller; tax accountant; treasurer; certified public accountant; auditor ...*

*Mr Blackbird:* Did you see, Koko, that presenter didn't believe that I had been a **bursar** in my younger days? I worked in the school canteen. An exemplary **establishment**, Koko. I looked after the **food supplies** and cleaning **products**. I dealt with **suppliers** to get the best **price** of course! I did the **stocktaking**, I did **estimates**, I had to **anticipate** and place **orders** on time. I was always there to **take delivery** of the goods and **check** the **invoices**. And I remember this teacher, Koko, so proud. She was called Rose. Rose Horn. No, Thorn, that's it. She was interested in **accounting**, so she said. But I think, Koko, that she was secretly in love with me! It is true that in those days I was quite good looking!