



Cashier

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Job Description:

Cashiers ring up sales and receive payments for merchandise.

Wages:

Average median yearly pay is about \$19,000 a year in Utah.

Schedule: Have flexible schedules that can change each week. Work nights, weekends, and holidays.

Education & Experience:

- ◆ Completed on the job training

High

School Courses:

- ◆ Hospitality
- ◆ Keyboarding



Gross Monthly Income:

\$1,500

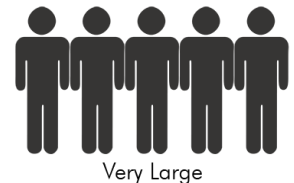
Advancement: Advancement opportunities for cashiers vary. Those working part time may be promoted to full-time jobs. Others advance to head cashier or cash office clerk. In addition, cashier jobs offer a good opportunity for the worker to learn about an employer's business. They can then advance to a position with greater responsibility.

Work Conditions:

- ◆ Have high level of social interactions. They work with customers constantly.
- ◆ Deal with unpleasant, angry, or rude people daily.
- ◆ Mostly work indoors. May work outdoors at some businesses, such as garden centers.
- ◆ Repeat the same physical activities, such as scanning merchandise.
- ◆ Spend most of their shift on their feet. Rarely get to sit.

Travel: None

Job Outlook:



Hours a Week:

25

Leisure Time:

High

Knowledge:

- ◆ Customer & Personal Service
- ◆ Mathematics
- ◆ English Language



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Overview

You probably haven't heard the phrase, "The Bell Heard Round the World." This was the description used in an advertisement for the world's first cash register. Invented by two men, James Ritty and John Birch, in 1883, the machine rang a small bell when a sale was made.

Businesses of all types and sizes employ cashiers to ring up sales of their merchandise. Most cashiers total bills, receive cash, make change, fill out charge forms, and give receipts.

Although job duties vary by employer, most cashiers are assigned to a register at the beginning of their shift. They are also given drawers with "banks" of money. They count their banks to be sure they contain the correct amount of money. At the end of their shift, cashiers again count the drawers' contents and compare the totals with their sales data. They also total charge forms, return slips, and other non-cash items. Shortages of large amounts of money could be grounds for a cashier's dismissal.

In a typical sale, cashiers enter all charges, subtract any discounts, and total the bill. They take payments with cash, checks, charge cards, or debit cards. Cashiers must know the store's policy for each type of payment. For checks or charges, they may ask for identification or call for authorization. When the sale is complete, cashiers issue a receipt and count out change. They may also wrap or bag the purchase. In addition, most cashiers handle returns and exchanges. They check the merchandise to be sure it is in good condition. They also check receipts to verify where and when purchases were made.

In the past, cashiers have used cash registers to record and total sales. They entered prices by hand for each item. Now, most businesses use electronic equipment, such as scanners and computers. In a store with scanners, cashiers pass each product's code over the scanner. The computer enters the item and its price. In other businesses, cashiers enter codes into computers, and the name of each item and its price appears. This means cashiers must learn the codes for many items.

Depending on the business, cashiers may have other duties as well. In grocery stores, they weigh produce. In convenience stores, they must know how to operate other types of machines. Many cashiers also answer customers' questions or restock merchandise.

In large establishments, head cashiers oversee the work of other cashiers. They may also issue cash drawers.

Pathway:

Business