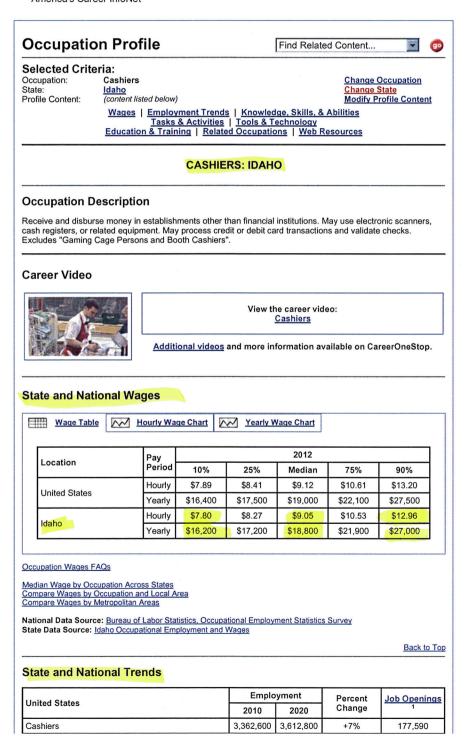




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United States	Employment		Percent	Job Openings
United States	2010	2020	Change	1
Idaho	Employment		Percent	Job Openings
idano	2010	2020	Change	1
Cashiers	15,250	17,580	+15%	930

¹Job Openings refers to the average annual job openings due to growth and net replacement.

Occupation Trends FAOs

Employment Trends by Occupation Across States Compare Employment Trends by Occupation Employment Trends by Industry and Occupation

National Data Source: Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections

State Data Source: Idaho Commerce & Labor, Research & Analysis Bureau

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Knowledge, Skills, and Abilities

The most important knowledge, skills, and abilities (KSAs) are listed for Cashiers.

Knowledge:

- Customer and Personal Service Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Mathematics Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
 English Language Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Sales and Marketing Knowledge of principles and methods for showing, promoting, and selling
 products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- · Education and Training Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:

- · Active Listening Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Service Orientation - Actively looking for ways to help people. Speaking - Talking to others to convey information effectively.

- Mathematics Using mathematics to solve problems
- · Social Perceptiveness Being aware of others' reactions and understanding why they react as they do.

Abilities:

- · Oral Expression The ability to communicate information and ideas in speaking so others will
- · Oral Comprehension The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Near Vision The ability to see details at close range (within a few feet of the observer).
- Speech Recognition The ability to identify and understand the speech of another person.
 Speech Clarity The ability to speak clearly so others can understand you.

Source: Occupational Information Network: Cashiers

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Tasks and Activities

Occupation specific tasks and the most important generalized work activities are listed for Cashiers

Occupation Specific Tasks:

- Answer customers' questions, and provide information on procedures or policies.
- Assist customers by providing information and resolving their complaints.
 Assist with duties in other areas of the store, such as monitoring fitting rooms or bagging and carrying out customers' items.
- · Bag, box, wrap, or gift-wrap merchandise, and prepare packages for shipment.
- Calculate total payments received during a time period, and reconcile this with total sales.
- Cash checks for customers.
- Compile and maintain non-monetary reports and records.
- · Compute and record totals of transactions
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- · Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash
- registers, or optical price scanners.

 Greet customers entering establishments.
- · Issue receipts, refunds, credits, or change due to customers.
- Issue trading stamps, and redeem food stamps and coupons. Keep periodic balance sheets of amounts and numbers of transactions.
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
- Offer customers carry-out service at the completion of transactions.
- Pay company bills by cash, vouchers, or checks
- Post charges against quests' or patients' accounts
- Process merchandise returns and exchanges.
- · Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Request information or assistance using paging systems.
- · Sell tickets and other items to customers.

- · Sort, count, and wrap currency and coins.
- Stock shelves, and mark prices on shelves and items
- Supervise others and provide on-the-job training.
- · Weigh items sold by weight to determine prices.

Generalized Work Activities:

- · Performing for or Working Directly with the Public Performing for people or dealing directly with the
- public. This includes serving customers in restaurants and stores, and receiving clients or guests.
 Communicating with Supervisors, Peers, or Subordinates Providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person.
- · Getting Information Observing, receiving, and otherwise obtaining information from all relevant
- Communicating with Persons Outside Organization Communicating with people outside the organization, representing the organization to customers, the public, government, and other external
- sources. This information can be exchanged in person, in writing, or by telephone or e-mail. **Establishing and Maintaining Interpersonal Relationships** Developing constructive and cooperative working relationships with others, and maintaining them over time.

Detailed Work Activities:

- · answer customer or public inquiries
- assign work to staff or employees
- authorize credit charges
- balance cash register calculate monetary exchange
- compute financial data
- fill money changers in vending machines greet customers, guests, visitors, or passengers
- maintain records, reports, or files
- measure, weigh, or count products or materials
- monitor currency, coin, or checks in cash drawer monitor operations to verify conformance to standards
- operate business machines
- operate scanner
- prepare bank deposits
- price merchandise
- process returned merchandise
- provide customer service receive or disburse cash related to payments received
- resolve customer or public complaints
- sell products or services
- stock or organize goods
- use cash registers
- use computers to enter, access or retrieve data
- wrap products

Source: Occupational Information Network: Cashiers

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Tools and Technology

Cashiers View Detailed Report

Tools:

- · Bar code reader equipment Handheld bar code scanners, Stationary bar code scanners
- Belt conveyors Belt conveyors
- Electronic funds transfer point of sale equipment Credit card readers, Electronic funds transfer EFT
- Packaging compactors Cardboard balers, Trash compactors

 Ticket dispensing machines Lottery ticket machines, Money order machines, Ticket dispensing

Technology:

- Accounting software Accounting software, Bookkeeping software
- Data base user interface and query software Database software, ReliaSoft Prism Medical software Electronic medical record EMR software Point of sale POS software Point of sale POS software Point of sale POS software

Source: Occupational Information Network: Cashiers.

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Education and Training

Occupation: Cashiers

Typical education needed for entry: Less than high school

Typical work experience needed for a job in this occupation: None
Typical on-the-job training once you have a job in this occupation: Short-term on-the-job training

Related Instructional Programs: No information about "Instructional Programs" for this occupation is available.

Distribution of Educational Attainment

	Percent of employees aged 25 to 44 in the occupation whose highest level of educational attainment is						
Occupation	Less than high	High school diploma	Some college, no degree	Associate's degree	Bachelor's degree	Master's degree	Doctoral or professional degree

	school diploma	or equivalent					
Cashiers	17.2%	43.8%	22.7%	6.2%	8.5%	1.4%	0.3%
Retail Sales Workers	13.4%	41.5%	24.7%	7.2%	11.2%	1.7%	0.4%
Sales and Related	7%	25.9%	24.7%	8.1%	27.5%	5.9%	0.9%
Total, All Occupations	10.4%	27.4%	20.9%	8.9%	19.5%	8.2%	4.7%

Find colleges, training schools and instructional programs

Access additional Education Resources in the Career Resource Library

Use the Financial Aid Advisor to help find funds for financing education.

WIA Eligible Training Provider List:

http://labor.idaho.gov/dnn/wia/CustomerServices/EligibleProviderLists/tabid/538/Default.aspx

Source: Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections (Education/Training Level, Educational Attainment); National Center for Education Statistics (Typical Instructional Programs)

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Related Occupation Profiles

Occupations with similar skill requirements

- Billing and Posting Clerks
- Combined Food Preparation and Serving Workers, Including Fast Food
- Counter and Rental Clerks
- Parts Salespersons
- Postal Service Clerks
- Receptionists and Information Clerks

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Web Resources

The following resources are related to occupations in the job family Sales and Related

Other Sales and Related Workers Retail Sales Workers Sales Representatives, Services Sales Representatives, Wholesale and Manufacturing Supervisors of Sales Workers

Other Sales and Related Workers

- · Agent, Princeton Review
- Auto Salesperson, Princeton Review
- Demonstrators and Product Promoters, Occupational Outlook Handbook
- · Door-to-door sales workers, news and street vendors, and related workers, Occupational Outlook Handbook
- · Models, Occupational Outlook Handbook
- Promoter, Princeton Review
- · Property, Real Estate, and Community Association Managers, California Occupational Guide
- Real Estate, WetFeet.com

- Real Estate Agent and Broker, Princeton Review
 Real Estate Agents and Salespersons, Job Futures
 Real Estate Brokers and Sales Agents, Occupational Outlook Handbook
- Sales Engineers, Occupational Outlook Handbook Telemarketers, Occupational Outlook Handbook Wedding Consultant, Princeton Review

Retail Sales Workers

- <u>Cashiers</u>, Job Futures
 <u>Cashiers</u>, California Occupational Guide
- Cashiers, Occupational Outlook Handbook
- Clothing, Jewelry, and Cosmetics Generalist, Princeton Review Counter and Rental Clerks, Occupational Outlook Handbook
- Gaming Change Persons and Booth Cashiers, Occupational Outlook Handbook
- Retail Sales Workers, Occupational Outlook Handbook Retail Salesperson, Princeton Review Retail Salespersons, CareerZone

- Retail Salespersons, California Occupational Guide
- Retail Salespersons and Sales Clerks, Human Resources and Skills Development Canada Stock Clerks and Order Fillers, California Occupational Guide

Sales Representatives, Services

- <u>Advertising sales agents</u>, Occupational Outlook Handbook
 <u>Insurance Agent and Broker</u>, Princeton Review
- Insurance Agents and Brokers, Job Futures
- Insurance Sales Agents, Occupational Outlook Handbook
- Investment Banker, Princeton Review
- Sales, WetFeet.com
- Sales Agents, Financial Services, CareerZone
- Securities Sales and Trading, WetFeet.com
 Securities, Commodities, and Financial Services Sales Agents, Occupational Outlook Handbook
- Service Sales Representative, Princeton Review
- <u>Travel Agent</u>, Princeton Review

 Travel Agents, CareerZone
 Travel Agents, Occupational Outlook Handbook · Travel Counsellors, Job Futures Sales Representatives, Wholesale and Manufacturing · Pharmaceutical Sales Representative, Princeton Review Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products, California Occupational Guide Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products, California Occupational Guide Technical Sales Specialists - Wholesale Trade, Job Futures
 Wholesale and Manufacturing Sales Representatives, Occupational Outlook Handbook Supervisors of Sales Workers Antiques Dealer, Princeton Review
 Art Dealer, Princeton Review Auctioneer, Princeton Review First-Line Supervisors of Non-Retail Sales Workers, Occupational Outlook Handbook First-Line Supervisors of Retail Sales Workers, Occupational Outlook Handbook Retail Sales Supervisors, California Occupational Guide Back to Top **Modify Occupation Profile Content:** ▼ Tools & Technology ☑ Wage Information Education & Training Employment Trends Knowledge, Skills & Abilities Related Occupation Profiles Tasks & Activities Select or deselect profile options individually or use the Select All button below to change the report. To view the new results, select the Update button. Select All Update **Related Content:** Find Related Content.. 90 • **New Profile**

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