

SCHOOL_____

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR_____ PHONE NUMBER_____

STUDENT NAME:

ADDRESS:

TOWN: STATE: ME. ZIP:

PARENT NAME:

SOCIAL SECURITY NO.

CIP CODE: 52.1803 CASHIER/ CHECKER (RETAIL TRADE)

GENERAL GOALS FOR THE STUDENT LEARNER:OPERATES CASH REGISTER TO ITEMIZE AND TOTAL CUSTOMER'S PURCHASES IN GROCERY DEPARTMENT, OR OTHER RETAIL STORE: REIEWS PRICE SHEETS TO NOTE PRICE CHANGES AND SALE ITEMS.RECORDS PRICES AND DEPARTMENTS, SUBTOTALS TAXABLE ITEMS AND TOTALS PURCHASES ON CASH REGISTER. COLLECTS CASH, CHECK, OR CHARGE PAYMENTS FROM CUSTOMER AND MAKES CHANGE FOR CASH TRANSACTION. STOCKS SHELVES AND MARKS PRICES ON ITEMS. COUNTS MONEY IN CASH DRAWER AT THE BEGGINING AND END OR WORK SHIFT. MAY RECORD DAILY TRANSACTION AMOUNTS FROM CASH REGISTER TO BALANCE CASH DRAWER. MAY WEIGH ITEMS, BAG MERCHANDISE, ISSUE TRADING STAMPS, AND REDEEM FOOD STAMPS AND PROMOTIONAL COUPONS.MAY CASH CHECKS.MAY USE ELECTRONIC SCANNER TO RECORD PRICE. MAY BE DESIGNATED ACCORDING TO ITEMS CHECKED AS GROCERY CHECKER.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. UNDERSTANDING THE RETAIL BUSINESS.
2. STAMPING AND COUNTING ITEMS FOR THE RETAIL BUSINESS.
3. BAGGING OFITEMS
4. KNOWLEDGE OF THE CASHIER AREA TO ASSIST CUSTOMERS IN CASHING OUT.
5. ABILITY TO FOLLOW DIRECTIONS.
6. EMPLOYEE-EMPLOYER RELATIONSHIPS
7. CUSTOMER RELATIONS
8. PROPER ASSESMENT OF CUSTOMERS BILLS

SKILLS THE STUDENT SHOULD ACQUIRE DURING HIS/HER TRAINING PROGRAM:

1. GOOD ATTITUDE
2. HONESTY
3. ALWAYS PRACTICE SAFETY
4. USE OF THE PHONE SYSTEM WITHIN THE STORE STRUCTURE.
5. USE OF THE CASH REGISTER
6. PROPER DRESS
7. PROPER WAY TO BAG ITEMS FOR CUSTOMERS
8. COURTEOUSNESS
9. ABILITY TO ACCURATELY COUNT BACK CHANGE
10. ABILITY TO BE ABLE TO USE THE ELECTROIC SCANNER.
11. UNDERSTANDING OF PROMOTIONAL COUPONS USED IN THE INDUSTRY.
12. HOW TO CASH UP A REGISTER AT THE END OF A SHIFT.
13. MISCELLANEOUS ITEMS TO BE DETERMINED DURING TRAINING PROGRAM.

SAFETY FEATURES THE STUDENT SHOULD KNOW ABOUT HIS/HER PLACE OF EMPLOYMENT:

1. FIRST AID KIT
2. FIRE EXTINGUISHERS
3. FIRE DOOR EXITS
4. HOW TO DIAL 911
5. EMERGENCY PHONE NUMBERS
6. FIRE BLANKET
7. SPRINKLER SYSTEM
8. MISCELLANEOUS SAFETY AREAS