

Specification for Class of

RETAIL CLERK 1

Abolished Effective July 1, 2007

Definition: Performs retail selling, clerical work, food and drink preparation, and other duties related to operation of retail store or food counter in State institution.

Typical Work

Waits on retail store customers and sells variety of merchandise;

Prepares and serves light lunches, sandwiches, and fountain orders in retail store lunch counter, canteen, or coffee shop;

Serves as cashier, checks cash register receipts, and prepares daily financial reports;

Checks credit cards and fills orders for delivery to customers;

Files credit cards and other records and documents and maintains orderly filing system;

Arranges supplies and merchandise on shelves and in displays;

Takes physical inventories and keeps inventory records;

Sets up tables, arranges condiments, and keeps store or food counter clean and orderly;

Assigns work and instructs students or patients in retail store or food counter duties;

Performs other work as required.

Knowledge and Abilities

Ability to: learn methods and procedures employed in retail store and food counter operations, light lunch preparation and service, and retail selling; make simple arithmetical calculations; prepare inventory records and cash reports; supervise and instruct patients or students; understand written and oral instructions.

Minimum Qualifications

Six months' clerical, food counter, or retail sales experience. Graduation from high school or GED may substitute for experience.

Class code change (formerly 0630): 5-1-63
Revised minimum qualifications: 3-14-74