

WASHINGTON STATE DEPARTMENT OF PERSONNEL

06120

Specification for Class of

RETAIL CLERK 2

**Abolished Effective July 1, 2007**

Definition: Operates small retail store or food counter or supervises and operates section of large store at State institution.

Typical Work

Orders supplies and merchandise as required, arranges supplies and merchandise on shelves and in displays;

Conducts physical inventories, prepares and maintains inventory records;

Assigns work and instructs student or patient help in retail store or food counter duties;

Prepares reports, records, and correspondence;

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

Prepares, cooks, and serves food and fountain items in a retail store lunch counter, canteen, or coffee shop;

Waits on retail store customers and sells wide variety of merchandise;

Checks credit cards and fills orders for delivery to customers;

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

Cleans and maintains store or food counter and equipment;

Performs other work as required.

Knowledge and Abilities

Knowledge of: methods and procedures employed in retail store and food counter operations, food preparation and service, and retail selling; inventory and financial records.

Ability to: handle equipment used in retail store or food counter operations; make arithmetical calculations; supervise and instruct

employees, students, or patients; understand written and oral instructions.

Minimum Qualifications

One year of experience in food counter work or retail selling.

Class code change (formerly 0632): 5-1-63

Revised minimum qualifications: 3-14-74