

100 job descriptions brought to life	CHECKOUT ASSISTANT	4.2
		Eval.:



Here is the same text but you have to complete it with the right words. The first letter is given, as is the number of letters for each word to be written.

Anjila: Hello, Mr Blackbird. Have you your **l** _____ **c** ____ ? Thank you! So what have you? A **v** _____ for tea and a 10% **d** _____ on these two **i** _____. I am not surprised by your choice! Aren't the tomatoes very dear? Look at the **s** _____, Mr Blackbird: 800 g. Will I take out three? All right. The grapefruit are a high **p** _____? They're sold by the **s** _____ **i** _____. I'll remove one. But it is still important to feed yourself, Mr Blackbird! Are you taking all these plastic **b** ____ for so few **p** _____? Ah, you use them for bin bags! I see. Here is the **t** _____. Oh, today you have your **c** _____ **c** _____. Usually you have the **e** _____ **a** _____ for fear I will make a mistake in giving you your **c** _____! Right, enter your **P** ____ **n** _____. Perfect. Here is your card **r** _____ and your **t** ____ **r** _____. And as you are my hundredth **c** _____ this morning, here is a **c** _____ for a discount on all your **s** _____ **t** _____ on your next visit. In that case you're going to go round again now? ! As you wish, Mr Blackbird!

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Checkout assistant in a supermarket

Anjila: Yes, it is quiet now, Mrs. Spectacle. It is the dark hour. I am going to close this position soon to tidy up and arrange things on the shelves for a little while. Afterwards, there will be a rush when people finish work! Then I will have 30 customers in the hour, you know! People think that bar codes on items make my life easier. Do you think so, Mrs. Spectacle? It simplifies the task, that is true, but I have to work much faster! Yes, customers don't realise that. I often put through no less than 25 articles in a minute! We have to make a good profit, or else...You will ask if I make mistakes going at this speed? Well, of course, that will happen from time to time. After work, I have to check that there is no difference between what my cash register has recorded and what I have in the till.

.../...



Me, I work full time but lots of cashiers work part time. You have to be flexible because of the variable hours and the staff rotas. Here, at the Mastoc Supermarket, we are open from 9 am until 10 at night, you see! As well as Saturdays, Sunday mornings and some public holidays. There is your change, Mrs. Spectacle. I am glad you find me well organised. You are very kind. Yes, a cashier must be, and methodical too, concentrating on what she is doing when a customer might distract her gossiping... And attentive too looking at credit cards and checking the lists of stolen cards. And... friendly, of course! With difficult customers as well! But I hope soon to be promoted and to become supervisor of cashiers. Yes, next Monday, is a bank holiday, Mrs Spectacle, but I will be at my till! So, see you next Monday!

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In a similar line of work, Anjila could also have been: demonstrator – tele-sales assistant – customer services assistant – sales advisor – manager of vending machines – sales assistant – assistant sales manager – floor manager – customer relations manager – sales manager – marketing manager – store manager – purchasing manager – stock selector – sales representative...



A few words relating to a checkout assistant's work:

Here is a text using a lot of words from the list. Read it carefully, as you will have to use the same words afterwards.

Bag	Bar code	Cash
Change	Conveyor belt	Coupon
Credit card	Customer	Discount
Exact amount	Item	Loyalty card
PIN number	Price	Purchase
Receipt	Reduction	Scales
Shopping trolley	Single item	Till
Till receipt	Total	Voucher

Anjila: Hello, Mr Blackbird. Have you your **loyalty card**? Thank you! So what have you? A **voucher** for tea and a 10% **discount** on these two **items**. I am not surprised by your choice! Aren't the tomatoes very dear? Look at the **scales**, Mr Blackbird: 800 g. Will I take out three? All right. The grapefruit are a high **price**? They're sold by the **single item**. I'll remove one. But it is still important to feed yourself, Mr Blackbird! Are you taking all these plastic **bags** for so few **purchases**? Ah, you use them for bin bags! I see. Here is the **total**. Oh, today you have your **credit card**. Usually you have the **exact amount** for fear I will make a mistake in giving you your **change**! Right, enter your **PIN number**. Perfect. Here is your card **receipt** and your **till receipt**. And as you are my hundredth **customer** this morning, here is a **coupon** for a discount on all your **shopping trolley** on your next visit. In that case you're going to go round again now? ! As you wish, Mr Blackbird!