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**INDUSTRY STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

SB/T 10512.5-2008

**Technical competence requirement for basic posts in retail
industry. Cashier
(English Translation)**

Issued on: December 29, 2008

Implemented on: August 1, 2009

Issued by: Ministry of Commerce of the People's Republic of China

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10 Points total	

Foreword

Appendix A of this standard is a normative appendix, and Appendix B is an informative appendix.

This standard is proposed and managed by the Ministry of Commerce of the People's Republic of China.

This standard is mainly drafted by. Shenzhen Retail Business Association, Tianhong Mall Co., Ltd., Renrenle Chain Business Group Co., Ltd.

Introduction

With the rapid expansion of retail chain enterprises, the shortage of talents in the retail industry has become an important factor restricting the rapid development of enterprises. Long term Since the liquidity of the grassroots employees in retail enterprises is large, the company lacks standardized training and assessment mechanisms for grassroots employees, which leads to the skills of grassroots employees.

Can be mixed, making the cost of recruitment, evaluation, and assessment work rising, it is difficult to adapt to the needs of industry development.

This standard relies on some of the top 100 national chain stores and other retail enterprises with rapid development and high level of operation in China's modern retail industry.

Collect, summarize, organize, and refine the skills and corresponding business knowledge that should be mastered by the cashiers in their retail stores, and integrate the main business forms such as department stores and supermarkets.

The characteristics of the position of the silver clerk, with due reference to the requirements of the retail stores of some foreign-funded enterprises to the grassroots employees, summarizing the advanced practices of many enterprises and considering the national laws and regulations on the retail industry, and put forward the skills and corresponding business knowledge that the cashiers in the retail store should master.

Knowledge, and in the appendix, made specific and operational suggestions for the training and assessment of the personnel in the post, and cultivated the retail enterprises in a step-by-step manner.

Talents lay a good foundation to support their strategic expansion.

Retailer's basic job skills require cashiers

1 Scope

This standard specifies the knowledge and skills that should be possessed by cashiers in retail stores.

This standard applies to the identification and vocational training of cashiers in retail stores.

2 Terms and definitions

The following terms and definitions apply to this standard.

A person who works in the retail store to collect cash (including cash, checks, various financial payment cards, etc.) for customers.

There are three levels in this profession, namely primary, intermediate and advanced.

The technical and operational capabilities of employees in the retail store's grassroots positions.

Learn for 1 hour as a standard class hour.

3 Basic requirements

The junior, middle and senior cashiers should have a high school diploma or above.

4.1 Primary cashier

Should comply with the provisions of Table 1.

Table 1 Primary cashier skills and corresponding business knowledge requirements

Project work content skill requirements Assessment Weights 100 points Corresponding business knowledge Charge cash cashier operating

a) can open and log in to the cash register as required;

- b) being able to suspend and resume the operation of the cash register as required;
- c) being able to exit and close the cash register as required;
- d) able to operate the cash register related function keys as required;
- e) able to perform more, correct, return, cancel the whole order, and hang as required
Single, lock key, etc.;
- f) able to perform manual switching operations as required when not online;
- g) Ability to install cash register paper.

10 Points total

grasp.

Cash register operation knowledge;

Log in to the cash register security knowledge;

Cash register software uses common sense;

Common functions of the cash register.

Familiar with.

Cash register hardware structure and main to be attached to the device knowledge.