

**1.** Open up the web browser on the computer. Type in or copy and paste this address: <https://www.workforcewindsor.essex.com>. Find the Career Library under Career Development Tools in the Work in Windsor-Essex menu. Click it.

**2.** On the left side of the screen, you will see a menu with 7 different options. List them below:

**1. Home, 2. Explore Occupations, 3. Current Occupations in Demand, 4. Historical Occupations in Demand, 5. Occupational Blogs & Videos, 6. Explore Education Programs, 7. Explore Skilled Trades**

In the middle of the screen, you can explore Occupation Groups and see how many jobs are in each grouping.

**3.** Click on “Explore Occupations” from the menu. You can enter a job title in the search box to explore occupations. Let’s enter “Cashiers”.

**A** What is the NOC Code for Cashiers? **6611**

**B** Look at the blue button next to Cashiers. This indicates how many Cashiers jobs are posted on the Job Board right now. What is that number? **This number will change depending on the date and time of the search.**

**C** Click on the word “Cashiers”. What happens? A drop-down menu opens with options to Learn More and Browse Jobs. Click on “Learn More”. **A new page will open with more information about Cashiers.**

**D** You will see more information about Cashiers. Fill in the blanks below:  
**Cashiers operate cash registers, optical price scanners, computers or other equipment to record and accept payment for the purchase of goods, services and admissions. They are employed in stores, restaurants, theatres, recreational and sports establishments, currency exchange booths, government offices, business offices and other service, retail and wholesale establishments.**

**E** Name 3 job duties for Cashiers: There are many, including: **Greet customers, Establish or identify price of goods, services, or admission and tabulate total payment required using electronic or other cash register, optical price scanner, or other equipment, Weigh produce and bulk foods. Receive and process payments by cash, cheque, credit card, or automatic debit, Wrap or place merchandise in bags, Provide information to customers, Assist sports spectators and theatre patrons with seat selection, Calculate foreign currency exchange, Calculate total payments received at end of work shift and reconcile with total sales, Verify the age of customers when selling lottery tickets, alcohol, or tobacco products, May accept reservations and take-out orders, May also stock shelves and clean check-out counter area.**

**F** What are 3 alternate job titles for Cashiers? **There are many titles, including: Box Office Cashier, Cafeteria Cashier, Car Park Cashier, Cashier, Cashier-wrapper, Casino Cashier, Convenience Store Cashier, Corner Store Cashier, Currency Exchange Cashier, Customer Service Cashier, Dining Room Cashier, Food Store Cashier, Front Desk Cashier, Grocery Store Cashier, Groceteria Cashier, Hotel Cashier, Money Counter, Movie Theatre Cashier, Office Cashier, Parking Lot Cashier, Racetrack Cashier, Restaurant Cashier, Self-serve Gas Bar Attendant, Self-serve Gas**

Bar Cashier, Supermarket Cashier, Theatre Cashier, Ticket Seller - Cashier, Box Office Cashier, Cafeteria Cashier, Grocery Store Cashier, Office Cashier, Racetrack Cashier, Self-serve Gas Bar Cashier, Theatre Cashier, Cashiers

4. On the left side, you will see a menu with more options.  
Click on “Salary & Income Details”.

A What does this show you? Salary and income details for Cashiers/how much money a Cashier can expect to earn.

Read through the information on the page and answer the following questions:

How many job postings was this information extracted from?

What is the median income for a Cashier?

What is the highest observed income for a Cashier?

What is the lowest observed income for a Cashier?

What is the average income for a Cashier?

B Questions B-F (above)

This number will change depending on the date and time of the search.

5. Return to the menu on the left side and click “Skills Library”. These are a list of skills used by Cashiers when performing their jobs. List 5 skills on the list that you have: This will vary by learner.

6. Go back to the menu on the left and click on “Active Job Posts”.

A How many active job postings are there for Cashiers right now? This number will change depending on the date and time of the search.

Click on the “Go to Job Posting” button. You will see the full job posting. Answer these questions.

What is the job title?

What is the name of company that is hiring?

Where is this job?

Is the job full-time, part-time, or casual?

What is one of the responsibilities of this job?

What are three qualifications you would need for this job?

Do you need experience to apply for this job?

If so, what experience do you need?

Is there a salary listed in this job posting?

If so, what does this job pay?

Do you have the qualifications and experience to apply for this job?

B Questions B-L (above)

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.

M Go back to the menu on the left and click “Regional Employers”. How many employers employ Cashiers? This number will change depending on the date and time of the search.

N Name 3 employers from the list that you would like to work for: This number will change depending on the learner.

Next, click “Training Workshops & Events” on the left menu. This will show if there are any training opportunities for Cashiers. Look in the middle of the page.

**O** Are any listed? [This will change depending on the date and time of the search.](#)

Go back to the menu on the left and click “Career Paths”.

**P** Name 3 occupations that could be the next step for a Cashier: [There are many, some include: Retail Salesperson; Customer Service Representatives – Financial Institutions; Banking, Insurance and Other Financial Clerks; Food Counter Attendants, Kitchen Helpers and Related Support Occupations; and Other Customer and Information Services Representatives.](#)

**Q** Click on one of the occupation title links. What happens? [A career profile about that occupation opens.](#)

Go back in your browser to the Cashiers career profile. On the menu on the left, click “Skills Paths”. This page will show you different career paths for Cashiers based on overlapping skills.

There are two coloured badges on the page. The green badge shows the % skills match between Cashiers and the other occupation. The blue badge shows how many jobs are on the Job Board for that occupation. Each occupation shows the matches and gaps for any skills, knowledge, and tools and technologies.

**R** Read through the page. What are 3 occupations that share matching job skills with Cashiers? This will vary, but some include: [Supervisors, General Office and Administrative Support Workers; Dental Hygienists and Dental Therapists; Supervisors, Electrical Products Manufacturing; Supervisors, Supply Chain, Tracking and Scheduling Co-ordination Occupations; Supervisors, Logging and Forestry; Supervisors, Motor Transport and Other Ground Transit Operators; Supervisors, Motor Vehicle Assembling; Accommodation, Travel, Tourism and Related Services Supervisors; Elementary and Secondary School Teacher Assistants; and Dental Technologists, Technicians and Laboratory Assistants.](#)

Under each occupation, you can click on “Learn More” or “Browse Jobs” for more information.

**7.** Go back to the menu on the left. There are 7 options under the last heading, “Regional Employment Participation”. Here, we can see a breakdown of who is employed as a Cashier in the region. Go ahead and browse the 7 options and answer the following questions:

Which age group has the highest rate of employment as a Cashier?

Which industry employs Cashiers the most?

Are Cashiers employed mostly full-time or mostly part-time?

Do Cashiers usually work for an employer or are they self-employed?

Questions A-D

[This answer will change depending on the date and time of the search.](#)

**8.** Above the title “Skill Paths for Cashiers” you will see a pathway to return to the Career Library. Click “Career Library”.

From here, we can explore more options in the Career Library. Look at the Career Library menu on the left side of the page. Click “Current Occupations in Demand”. This will show you a list of the 10 most in-demand occupations in Windsor-Essex.

**A** What are those 10 occupations? [This answer will change depending on the date and time of the search.](#)

**B** Click on one of the occupations. What happens? [A drop-down menu opens with options to learn more about the occupation and browse jobs.](#)

Go back to the menu on the left and click “Historical Occupations in Demand”. You will see a much longer list of occupations this time. These occupations are usually in demand in the region, meaning there are usually a lot of companies hiring for these positions.

**C** Do you see any job titles here you are interested in? Write down 3. [This answer will change depending on the date and time of the search and will be unique to the learner.](#)

Go back to the menu on the left and click “Explore Education Programs”. This is a great resource if you are looking at additional training or education for a career. You can browse alphabetically or search by keyword. Click on an Education Program title.

**D** What happens? [A drop-down menu opens with options to learn more or browse related programs.](#)

For more information about a program click the “Learn More” button. This will take you directly to the educational institution’s website to learn more about the program. Some of the entries will have the option to “Browse Related Programs”. Click that button for more educational programs that may be of help to you.

Go back to the menu on the left and click “Explore Skilled Trades”. Here, you can browse alphabetically, search by keyword, and filter results.

**E** Click on a Skilled Trades title. What happens? [A drop-down menu opens with options for training standard or to browse related trades.](#)

By clicking on the “Training Standard” button, you will be taken directly to the specific website for more information on training. Some of the entries will have the option to “Browse Related Trades”. Click that button for more training programs that may be of help to you.