



Job Analysis

Job Title: Non-Licensed Optician	Department: Optical
Work Site: Climate controlled warehouse with concrete floor	Job Code: Light

I. Job Summary

Assists members in ordering eyeglasses, uses computer to process orders, dispenses and fits eyeglasses and contacts under the supervision of a Licensed Optician. Provides prompt and courteous member service.

II. Identification of Job Functions

Essential Functions and Tasks:

1)	Assists members to choose eyeglass frames and lens options appropriate to the lens prescription. Provides and ensures prompt and courteous member service.
2)	Measures member for pupillary distance using pupilometer and observes line of sight to determine bifocal placement, under the supervision of a Licensed Optician.
3)	Keys member order into computer and places special orders to outside vendors by telephone, under the supervision of a Licensed Optician.
4)	Rings up orders and over-the-counter merchandise. Receives accurate payment, makes change, processes checks, credit and debit charges according to proper procedures for paperwork, cash handling, and performance of duties.
5)	Checks contact lenses and completed eyeglasses against prescription, under the supervision of a Licensed Optician, prior to dispensing to member. Fits and adjusts eyeglasses to member using frame warmer and bending with fingers.
6)	Orders equipment, merchandise, and supplies by keying into computer. Keys receipt of special orders from outside vendors. Follows safety and security procedures.
7)	Stocks merchandise and supplies. Follows department procedures and standards for production, record keeping, merchandising, and product storage.
8)	Cleans department by spraying, wiping, and mopping. Empties trash, operates trash compactor and cardboard baler.

Non-Essential Functions and Tasks:

1)	Assists with front end duties as necessary.
2)	Assists in other departments of the warehouse as necessary.

III. Qualification Standards

Education/Training:	High School Diploma or GED preferred.
Licenses/Certifications:	Registered Apprentice to Licensed Optician as required by state.
Experience:	None.
Knowledge/Skills:	Computer, math, and customer service skills preferred.

IV Operation of Vehicles, Equipment, or Machinery

During Essential Functions	During Non-Essential Functions
Computer, phone, fax, copier, cash register	Cash register, tabletop / hand-held scanners
Cardboard baler, trash compactor, hand-held scanner	Carts, flatbeds
Pupilometer, lensometer, frame warmer	