

POINT-OF-SALE TECHNICIAN

SAMPLE - Position Overview

This position will assist in the installation of Point-of-Sale and Pharmacy computer systems in new stores, assist in the repair of such systems, repair the systems and components, and coordinate and track items for outside repair.

- Reports to: Point-of-Sale Maintenance Manager
- Coordinates with: Store and Pharmacy management, Store Systems Support, and the Helpdesk

Essential Job Functions

- Repair laser printers and P.O.S. components, cash registers, and personal computers.
- Perform on-going maintenance to increase longevity of laser printers, personal computers, and P.O.S. equipment.
- Track the shipment and receipt of items for repair using computer and paper records.
- Communicate with Store Systems Support to provide hardware support and with store and pharmacy management to provide services.
- Assist P.O.S. Maintenance Technicians and management in installing and upgrading P.O.S. equipment.
- Drive to both existing and new store locations to perform P.O.S. maintenance and installation duties.
- Keep work area safe and orderly.
- Complete all administrative paperwork in a neat, accurate, and timely manner.
- Perform other duties as assigned or directed by management.

Physical Requirements

Occasionally = up to 1/3 shift

Frequently = up to 2/3 shift

Continuously = throughout shift

- Standing: Frequently in combination with walking.
- Sitting: Occasionally.
- Walking: Frequently in combination with standing.
- Worker Mobility: Can change positions frequently throughout work shift.
- Carry/Lift: Occasionally and independently work with 0-45 pounds while building and configuring computers.

- Pushing/Pulling: Occasionally and independently work with 0-120 pounds while pulling/pushing computers and parts totes on hand trucks or pallet jacks.
- Bending/Squatting: Frequently while maintaining or installing equipment.
- Reaching/Handling: Use of fingers/hands/arms continuously.
- Grasping/Squeezing: Continuously.
- Twisting: Frequently throughout work shift.
- Climbing: Occasionally climbing ladders to reach wire-ways.
- Crawling: Occasionally while installing equipment under counters.

Social Skill Requirements

- Ability to positively interact with others.
- Ability to communicate well verbally and in writing using the English language.
- Ability to give instructions firmly and pleasantly.

Aptitude Requirements

- Workers must be able to speak, read, and legibly write English.
- Must be able to perform basic and intermediate math functions.
- Must have ability to analyze, reason, and make decisions.
- Must be able to learn and retain new skills.
- Must have aptitude for computer hardware and applications.

Licensing Requirements

- Must possess valid, current driver's license.

Environmental Factors

- Most work is performed in a workshop environment or in stores.

This position summary covers most of the duties performed, however, other duties and responsibilities not listed may be assigned at the discretion of management.

After reviewing this position summary, can you perform all of the functions listed? ☐ **Yes** ☐ **No**

If no to the above, please identify any functions that you are unable to perform:

I verify that I have thoroughly reviewed the position summary for Point-of-Sale Technician and that I understand the job requirements and essential job functions.

Signature: _____ Date: _____

Print Name: _____