



Task Title: Cashier Counting Change

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will make change for three different items, count all the money in their till and write down the total amount of all bills and coins on a cash reconciliation form.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.1
- Understand and Use Numbers/Manage money/C1.1

Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function (optional)
- Money or “pretend” money in Canadian denominations
- Cash till or container for cash
- Cash register (optional)

Learner Information

In a convenience store, a cashier is required to make change for purchases. While most cash registers tell the cashier the total amount of change, not all registers do this, or this feature is not available when the power goes off (black out). It is important that the cashier is prepared to count out change and to explain it to the customer. At the end of each shift, a cashier is required to count out the remaining cash in their till and to write the amount of the number of bills and coins.

Scan the Scenario and Cash Reconciliation Form.

Scenario

You are a cashier at a small convenience store with an old cash register that does not tell you the correct amount of change to give the customer. A customer comes in and buys an item. This happens three times during your shift. At the end of your shift, you must count what is left in the till.

Cash Reconciliation Form

Record the total number of bills and coins.

Bills:

\$50 x = \$

\$20 x = \$

\$10 x = \$

\$5 x = \$

Other:

\$ x = \$

\$ x = \$

Subtotal: \$

Coins:

\$2 x = \$

\$1 X = \$

\$0.25 X = \$

\$0.10 X = \$

\$0.05 X = \$

Subtotal: \$

Total Cash \$

Date:

Name Of Cashier:

Signature:

Work Sheet

Task 1: Use the Cash Reconciliation form to count how much money has been provided in your till. This is called your float. How much money do you have in your float?

Answer:

Task 2: Customer #1 buys a bag of chips for \$3.25. After the customer gives the cashier some money, count back the correct amount of change to the customer.

How much total change was given to the customer?

Answer:

Task 3: Customer #2 buys 2 loaves of bread for \$5.80. After the customer gives the cashier some money, count back the correct amount of change to the customer.

How much total change was given to the customer?

Answer:

Task 4: Customer #3 buys a litre of milk for \$2.90. After the customer gives the cashier some money, count back the correct amount of change to the customer.

How much total change was given to the customer?

Answer:

Task Title: CashierCountingChange_EI_A1.1_C1.1

Task 5: The cashier's shift is done. Count all the money left in the till and record it on the Cash Reconciliation form. Write below how much money in total is left?

Answer:
