

# **OPPORTUNITIES AND REQUIREMENTS IN LOCAL OCCUPATIONS**

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Opportunities and Requirements in Local Occupations by Various

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**VARIOUS**

**OPPORTUNITIES AND  
REQUIREMENTS IN  
LOCAL OCCUPATIONS**



DETROIT PUBLIC SCHOOLS

Vocational Bureau

**Opportunities and Requirements**  
in  
**Local Occupations**



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Mr. G. B. Mackinnon

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10-31-1923

H. S. B. 243. M.

## Foreword

This is the first of a series of studies resulting from continuous investigations and analyses of the various important industrial, commercial, and professional occupations in Detroit. In keeping with the policy of the Board of Education, such factual material as is needed for considerations relative to the nature of the work, the advantages and disadvantages, the qualifications and training, the possibilities, the remuneration and advancement, and the like is collected first hand. These data are evaluated and prepared for convenient use in intermediate schools, continuation classes and high schools, as a part of the whole program for providing systematic educational and vocational guidance. The analyses have been organized and published in this form in order that these valuable facts pertaining to the relative opportunities and requirements in different pursuits may be made immediately available for constant use by counselors, house principals, and teachers who are confronted with the responsibility of (1) imparting reliable information on occupational possibilities and employment conditions, and (2) assisting pupils in more wisely choosing educational and vocational advantages.

The Vocational Information and Guidance Department, which has general charge of occupational surveys and school counseling, is seeking the co-operation of all members of the school organization who are in any manner concerned with the problems of guidance and counsel, either through actual teaching or teacher training or administrative connection. The actual working force of the central office is being greatly extended as a result of such cooperation. This is illustrated by the contents of this bulletin which has been made possible by connecting up these occupational surveys with a program of counselor training during the past year. Resulting from a decision of the Board of Education to cooperate with the University of Michigan in providing adequate training facilities for school counseling, the services of over fifty advanced students, who were either teachers, supervisors, or administrative officers connected with the Detroit schools, have made it possible to secure and check the results contained in this publication within a comparatively short period. Throughout this program of collection and dissemination of information there is a desire to take advantage of the findings and implica-

tions resulting from all similar surveys that have been conducted either locally or nationally, and field work is undertaken only after careful investigation of all possible sources of suggestive material.

The following statements of composite conditions included in this bulletin on "Opportunities and Requirements in Local Occupations" were carefully collected and checked by those whose names appear in connection with each unit surveyed, with such assistance as was needed from the special investigators of the central office. All concerned are deeply indebted to the many representatives of the industrial, commercial and professional establishments in Detroit, who have so generously aided the public schools in securing these helpful sources of reliable information, in order that our boys and girls may deal more intelligently with the problems of an efficient choice, both as to self expression and efficient service.

A. H. EDGERTON,  
Supervisor of Vocational Information and Guidance.



## DEPARTMENT STORE OCCUPATIONS

This investigation was conducted by Margaret Boland, Flora Anderson, Alice Gordon, and Grace Jones in co-operation with the Vocational Information Division of the Vocational Bureau.

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**WRAPPER-INSPECTOR**

(Where this position does not exist the duties are included in that of cashier-inspector.)

Prepares materials, wraps parcels, enclosing folded duplicate sales. Checks sales slip with merchandise for price and quantity, for imperfections or wrong goods. Examines for required OK's. Stamps or numbers. If changes are to be made, returns sales slip and merchandise to salesperson or reports to floor manager. Secures authorization for charges. If take sale, calls salesperson by number when package is wrapped. Otherwise, sends package to proper destination. Maintains supplies. Issues new sales books, special forms and stickers to salespeople. Keeps desk clean and stamp inked. Answers phone. Places ads. in packages.

Direct contact with a group of older, experienced co-workers; possibility of promotion.

Demand on speed, accuracy and alertness tends to cause nervous strain during rush hours.

None.

Basement work not always satisfactory because of poor ventilation or dampness from washed air.

Intermediate.

Store rules and procedure. Loose knowledge of prices, sales slips, purpose and destination. Knowledge and selection of wrapping materials. How to handle all transactions. Requisitions for materials. Trade terms. Store policy and ideals. Position in the organization; store system; making change; handling bills and carriers.

Preparing materials and wrapping. Deftness in handling goods.

Quickness, accuracy, deftness, neatness, courtesy, co-operation, coolheadedness, honesty.

**CASHIER-INSPECTOR**

Secures day's cash, counts and arranges money, makes change, inspects retunds, checks, money orders, etc., for proper OK's, refuses counterfeit money. Makes deposit of extra currency at times specified, cashier's report at night, etc. Stamps and tears the sales slip, files the proper portion and returns change with salesperson's voucher. Orders supplies needed, such as report blanks, etc. Issues new sales books, special forms and stickers to salespeople. Compares merchandise and price mark with sales check (mdsc., quantity, price, etc.) Inspects sales slip for quantity and price and merchandise for perfection. Wraps packages. Keeps desk clean and stamp inked. Answers phone. Places ads. in packages. Handles carriers.

Direct contact with a group of older, experienced co-workers; possibility of promotion. A few stores encourage accuracy by giving time off if worker is even in cash for stated time.

Demand on speed, accuracy, and alertness tends to cause nervous strain during rush hours. Responsibility of rapidly handling large sums of money and merchandise is also somewhat of a strain.

None.

Basement work not always satisfactory because of poor ventilation or dampness from washed air. Slight danger from handling dirty money.

Intermediate.

Store rules and procedure. Making change, handling bills, rolling money; sales slips, purpose and destination. Store policy and ideals. Position in the organization; store system. Handling carriers.

Handling money rapidly and accurately. Wrapping packages and handling merchandise.

Quickness, accuracy, deftness, neatness, courtesy, co-operation, coolheadedness, honesty, speed, patience.

**WRAPPER-INSPECTOR**

Classes where "system" is taught in the larger stores. Instruction on the job by supervisors, heads of depts., etc.

Some appreciation of store problems and much of the information as to merchandise and customs which would be of value to one as a salesperson. Store procedure and regulations.

Deftness in handling goods and wrapping.

Entirely.

Relief cashier, marker, office clerk, salesperson.

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\$8.00 to \$15.00.

10% to 20% discount on all purchases in store.

About 8 hrs.

Between Thanksgiving and Christmas, April to June, and during special sales.

February, July and August.

Constant for most.

No.

17 yrs. (15 or 16 yrs. with permit.)

Short period (a few days) until store system of making out sales slips and wrapping is learned.

Yes.

Increasing.

Girls leaving school.

Lack of interest in work; failure to appreciate opportunities; carelessness and inattention; lack of responsibility and dependability. (This is controlled in some stores by constant supervision and close follow up.)

**CASHIER-INSPECTOR**

Classes where "system" is taught in the larger stores. Instruction on the job by supervisors, heads of depts., etc.

Familiarity with making change and various kinds of money, checks, etc. Sales slips, store procedure and regulations.

Speed and accuracy in handling money.

Entirely.

Tube room, office or special cashier; comptometer operator, office work other than stenographic, aisle girl, salesperson.

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\$8.00 to \$15.00

10% to 20% discount on all purchases in store.

About 8 hrs.

Between Thanksgiving and Christmas, April to June, and during special sales.

February, July and August.

Constant for most.

No.

17 yrs. (15 or 16 yrs. with permit.)

2 days to 2 months.

Yes.

Increasing.

Girls leaving school, inspectors.

Lack of interest in work; failure to appreciate opportunities; carelessness; absent-mindedness; lack of responsibility and dependability. (This is controlled in some stores by constant supervision and close follow up.)