
JOB DUITES

Entry Level Optician

Equipment to be acquainted with:

- Auto/Manual Lensometer
- Repair & adjustment tools
- Pupilometer
- Basic edging knowledge

Goals:

- Greets and engages with patients during eyewear selection
- Accurately measures PD/OC
- Attempts 2nd pair sales/offers advanced lens options
- Basic knowledge of eyewear verification and check-in process
- Understands basic insurance plans and eyewear fees
- Basic troubleshooting and adjusting
- Assists in frame inventory

Responsibilities:

Entry Opticians should be one of the first employees in the office to open up for patient care. If more than one staff member in this role, have entry opticians take first lunch in order to be back ASAP for patient care.