

Training Check Off Employee: _____

(employee in training to initial next to each item as completed)

Intro Items

- ___ Parking
- ___ Tax forms, direct deposit, training forms
- ___ Clocking In / Out
- ___ Personal belongings
- ___ 'Housekeeping'
- ___ Safety o Fire Extinguishers (2 locations) o Fire escape plans o Tornado plans o Robbery

Opening of Day

- ___ Turn on Lights
- ___ Log on POS / Count in Till
- ___ Turn on Music
- ___ Check for cleanliness
- ___ Open door / Air curtain / signage

Samples

- ___ Locations
- ___ Prep procedures
- ___ Standards VS Temporary Samples
- ___ ongoing refill procedures and cleanliness

Operation of POS

- ___ Scanning Items
- ___ Quick Pick Items
- ___ Adding on an item manually
- ___ Voiding/Deleting an item
- ___ Returning an item
- ___ Discounts on items
- ___ "new item" not in system
- ___ Taking Payment
- ___ Fast credit
- ___ Cash
- ___ Gift card
- ___ Manual credit
- ___ Receipt printing
- ___ Changing receipt paper roll

Tea

- ___ Sniffing Jars
- ___ Taking orders
- ___ Containers & pricing
- ___ Labels
- ___ Filling orders
- ___ Scale balance
- ___ Refilling shelf jars
- ___ Backroom Bins & inventory
- ___ Shelf stock
- ___ Tea 101 training

Inventory management

- ___ Knowledge of shelf locations
- ___ Replenishing standard inventory
- ___ Receiving inventory & invoices
- ___ Pricing/Pricing Gun loading
- ___ Fronting of packed spice

Olde Town Spice Shoppe



- ___ Reordering needs

Packing of Spice

- ___ Review of bulk spice inventory management
- ___ food safety reviews & practices
- ___ tools & containers
- ___ label maker; ipad & desktop
- ___ accessing need on floor
- ___ filling spices
- ___ Prepping special orders
- ___ Mail orders

Housekeeping

- ___ ongoing cleanliness, brooms, mops, spray supplies
- ___ dirty dish procedure
- ___ samples & display cleanliness & refreshing
- ___ packing and inventory area cleanliness
- ___ exterior tasks, plants, doors & windows & steps cleaning
- ___ weekly task sheet

Mail Orders

- ___ orders by phone
- ___ online orders
- ___ FREE spice info
- ___ proper packing of shipment, additional info inserts
- ___ mailing label
- ___ package pick up placement

Closing of Day

- ___ Restocking/Fronting of shelves
- ___ Bringing in signage
- ___ Samples stored
- ___ Cleanliness
- ___ Lock doors
- ___ Air curtain Off
- ___ Closing of Till
- ___ Trash/Recycling/box break down

Safety

- ___ proper lifting
- ___ handwashing & sanitation
- ___ Fire emergency
- ___ Tornado emergency
- ___ Robbery
- ___ unruly customers
- ___ ladder usage