



Date _____

Orientation Checklist for New Cashiers

- _____ 1) Show proper way to use time clock. Explain Breaks and Lunches in detail.
- _____ 2) Describe the scheduling procedures in your store. (Day posted, etc.)
- _____ 3) Explain Pay day. Paychecks at noon on Friday following week ending on Sunday.
- _____ 4) Show around entire store and introduce to fellow co-workers.
- _____ 5) Explain the importance of counting the till before starting shift.
- _____ 6) Remind new cashier that shortages are their responsibility per cashier agreement.
- _____ 7) Familiarize with cash registers (no hand rings).
- _____ 8) Explain procedure for items that will not scan.
- _____ 9) Explain Voids and Error Correct.
- _____ 10) Always Count money customer hands to you and when you make change.
(Watch for Quick Change Artist)
- _____ 11) Explain proper bagging procedures.
- _____ 12) Review Job Description duties and duties assigned by Store Manager.
- _____ 13) Explain Check Cashing Policy and Checking Family Policy.
- _____ 14) Explain Food Stamp Program. Review the approval process.
- _____ 15) Review WIC Program. Review Guidelines regarding dates.
- _____ 16) Introduce the PLU codes used for produce items and bulk grocery items.
- _____ 17) Explain Produce item (each) versus (weighed).
- _____ 18) Demonstrate how to change paper in both cash register and EBT machine.
- _____ 19) Allow Cashier to change paper in both cash register and EBT machine.
- _____ 20) Explain the process of refurbishing cash till with change from the office.
- _____ 21) Review company dress code.
- _____ 22) Explain the importance of scans per minute/how it relates to customer service.
- _____ 23) Explain customer service policies. (Smile, Thank you, How may I help, etc)
- _____ 24) Explain procedure for customer and employee accidents.
- _____ 25) Review procedures for handling dissatisfied customers.

Cashier

Date

Manager

Date