



# TRAINING CHECKLIST FULL TIME EMPLOYEES

The purpose of this document is to list out the responsibilities and expectations of new store employees so that they are properly trained. This form is to be completed every week and returned to the office for record keeping purposes. New Full Time Employees should remain with a Training Manager no less than 160 hours (4 weeks).

Employee's Name: \_\_\_\_\_ Training Week:  1  2  3  4

## TRAINED RESPONSIBILITIES

RESPONSIBILITY	MANAGER INITIALS	EMPLOYEE INITIALS
1. Basic orientation of where everything is located at the store (bottle sizes, product varieties, stock room, bathroom, safe location, cameras, alarms, etc.)		
2. Providing good customer service by welcoming the customer, thanking them, and making sure that they found everything they were searching for		
3. Properly and efficiently working the register on a consistent basis		
4. Accepting cash and returning exact change properly to the customer		
5. Checking I.D. (with credit cards and verifying age including AgeID app)		
6. Stocking shelves by filling gaps while fronting in pulling bottles to edge and turning labels face forward		
7. Successfully and efficiently locating product in store's stock room		
8. Proper procedures for opening store		
9. Proper procedures for closing store		
10. Debit memo usage (transfers, breakage, etc.)		
11. Mixed beverage (picking, properly stamping, and checking customers out)		
12. Keeping the store properly cleaned		

## CHARACTER QUESTIONS

SUPERVISOR QUESTIONS	EMPLOYEE RATING		
13. How is the employee in arriving to work on time?	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Excellent
14. How is the employee in calling out of work on a frequent or re-occurring basis?	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Excellent
15. How is the employee in handling their till? Are there a lot of concerning over and shorts?	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Excellent
16. What is your opinion on the reliability of the employee being able to open and close the store?	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Excellent
17. If they have been involved, how was the employee in assisting with truck deliveries?	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Excellent
18. If they have been involved, how was the employee in assisting with inventory?	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Excellent
19. How is the employee in following instructions?	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Excellent
20. How is the employee in completing regular tasks? Are they done correctly or haphazardly?	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Excellent
21. How is the employee in finding tasks to complete without having to be instructed?	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Excellent
22. How is the employee in being considered a team player or good co-worker?	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Excellent

\_\_\_\_\_  
New Employee Name Printed

\_\_\_\_\_  
New Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training Supervisor Name Printed

\_\_\_\_\_  
Training Supervisor Signature

\_\_\_\_\_  
Date