

STORE TOUR CHECKLIST

(To be conducted first day in home store)

Check when Completed:

- ___ Hours of operation
- ___ Work schedule
- ___ Clocking in and out
- ___ Early and late customer policy
- ___ Lunch and break times and location
- ___ Smoking policy and location
- ___ Absence and late arrival policy and procedures
- ___ Personal telephone calls policy
- ___ Uniform laundry service
- ___ Introduction to members of J-Team
- ___ Location of dressing room and locker for personal property
- ___ Location of and cleanliness policy for employee washroom
- ___ Location of MSDS book, eyewash stations, fire extinguishers, first aid kit, emergency exits.
- ___ Issue appropriate PPE and review policy and location of additional
- ___ Location for parking
- ___ Policy on professionalism and personal grooming

Employee Signature

Manager Signature

Date

Date