

Example Front End Task List

At <Store >, there is always something to do between customers. One cashier needs to stay within eyesight of the register and all other team members are free to go between tasks, helping on the front end, as needed.

If you have questions about any of the tasks below, a manager can help you get started.

Task	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date							
Clean glass doors of cases (around store perimeter)							
Clean black trim under doors of cases							
Check Dates in Aisle 1							
Check Dates in Aisle 2							
Check Dates in Aisle 3							
Check Dates in Aisle 4 (meds and baby food)							
Check Dates in Aisle 5							
Check Dates in Fresh & Processed Meats (9 doors by Meat) and Fresh Case							
Check Dates in Dairy							
Check backstock on Aisle 1 bin in backroom							
Check backstock on Aisle 2 bin in backroom							
Check backstock on Aisle 3 bin in backroom							
Check backstock on Aisle 4 bin in backroom							
Check backstock on Aisle 5 bin in backroom							
Check backstock on Frozen (in Ice Cream Freezer)							
Mop the whole store floor (<i>special</i> floor cleaner only)							
Bag and Tag in Bakery/Deli							
Help Meat Dept tag and fill Yoder products							
Help Meat Dept fill the Deli case from Dairy cooler							
Stock Chips and Pop from backroom							
Sweep stairs to employee break room/break room							
Face in Aisle 1							
Face in Aisle 2							
Face in Aisle 3							
Face in Aisle 4							
Face in Aisle 5							
Face in Frozen							
Get a step stool and face the top shelf in any aisle							
Pick up cigarette butts in the parking lot							
Remove produce trays and clean underneath							
Vacuum produce island & banana stand							
Dust endcap shelves							
Dust the flour/sugar section							
Sweep and mop dairy walk-in cooler							
Sweep and mop produce walk-in cooler							
Sweep the backroom							