

Video Timestamps for Training Module #5 | Human Resources

Note: PDF versions of the Microsoft Word documents are available on the website:

https://www.ruralgrocery.org/learn/grocery-operations-training/module_5.html

00:03:15 - [Mod5_1 Human Resources Concepts Document](#)

00:03:53 - Determining Initial Hiring Needs

00:05:02 - Setting Labor Budget

00:08:16 - Making a Mock Schedule

00:13:02 - Experience Level Required

00:14:31 - Employing High School Kids

00:14:41 - Kansas Labor Laws

00:15:56 - Age limit to scan beer / tobacco / lottery or run equipment

00:16:55 - Key Roles

00:17:10 - Store Manager

00:18:25 - [Mod5_2 Job Description for Store Manager Template](#)

00:18:42 - [Mod8_1 Operations Overview - from Module 8: Operations](#)

00:19:05 - Bookkeeper

00:20:07 - Department Managers

00:23:37 - [Mod5_3 Management Team Responsibilities Template](#)

00:24:57 - Creating Job Descriptions

00:25:31 - Job Description Templates - [Mod5_2 Store Manager](#), [Mod5_4 Lunch Manager](#), [Mod 5_5 Cross-Functional Position](#)

00:27:04 - Interview Process

00:27:10 - [Mod5_6 Interview Process Template](#)

00:30:22 - Job Application

00:31:55 - [Mod5_7 Job Application Template](#)

00:32:05 - HR Forms

00:32:59 - Training

00:33:01 - New Hire Onboarding Process

00:35:35 - Cell Phone Policy

00:35:49 - Job Specific Training

00:35:54 - [Mod5_8 Training Competency by Department Template](#)

00:37:17 - [Mod5_9 Opening Training Matrix Template](#)

00:38:29 - Cross-Training / Multi-Functional Positions

00:41:06 - Free Food Safety Training by State Department of Agriculture

00:42:04 - Ongoing Training Comprehension

00:44:10 - [Mod5_10 Training Log Template](#)

00:44:52 - Managing
00:44:58 - Workers Comp Insurance
00:46:20 - Employee Benefits
00:47:10 - Creating the Schedule
00:50:23 - Performance Reviews
00:51:20 - Performance Review Templates - [Mod5_11 All Employees](#) & [Mod5_12 Manager Employees](#)
00:54:21 - Employee Development
00:55:35 - [Mod5_13 Strengths Finder Report Template](#)
00:58:48 - Team Meetings
01:00:20 - [Mod5_14 Scavenger Hunt \(Ice Breaker Team Activity\) Template](#) & [Mod5_15 Round Robin Trainings Template](#)
01:04:09 - Termination Security Checklist