**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 (*special* 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 |  |  |  |  |  |  |  |