

Video Timestamps for Training Module #8 | Operations

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

https://www.ruralgrocery.org/learn/grocery-operations-training/module_8.html

00:01:54 - [Mod8 1 Operations Overview Template](#) Break-Down
00:03:01 - Cashiering / Staffing Other Service Areas
00:03:35 - Freight
00:04:02 - Backstock
00:04:53 - Bank Deposit & Cash Drawer Setup
00:05:55 - [Mod4 8 Cash Drawer Setup Cheat Sheet](#) from Module 4: Financial Matters
00:07:11 - Drawer Balancing
00:08:29 - Date Checking
00:09:24 - [Mod8 2 Reduced Price Items](#)
00:12:38 - Answer Incoming Phone Calls
00:15:51 - Monitoring Social Media
00:17:03 - Post to Social Media
00:18:15 - Cleaning / Disinfecting
00:19:20 - Trash Removal
00:19:58 - Last Minute Staffing Needs
00:20:24 - Manage Employees (training, tasks, breaks/lunches)
00:21:40 - Manage Cash On Hand
00:22:21 - Opening / Closing Procedures
00:22:43 - [Mod8 3 Front End Tasks](#), [Mod8 4 Meat Tasks](#), & [Mod8 5 Meat Daily Checklist](#)
00:23:33 - Receive / Check In DSD Orders
00:24:43 - POS Updates for Product Changes
00:28:17 - Save Money for Taxes
00:28:53 - Ordering
00:29:42 - [Mod8 6 Orders & Deliveries Template](#)
00:30:25 - Request Credits
00:31:06 - Lawn Maintenance
00:31:18 - Deploy POS Batches
00:32:52 - Pay Bills
00:33:20 - Pre-Books / Web Sales
00:34:56 - Create Employee Schedule
00:37:03 - Waste Tracking
00:40:14 - [Mod8 7 Waste Tracking Template](#)
00:45:34 - Hose off Refrigeration Compressors / Filters

00:46:27 - Clean out / Re-organize Outdated Product
00:46:37 - [John Oliver Food Waste Video](#)
00:47:49 - Send out Charge Account Statements
00:48:08 - File / Pay Sales Tax
00:48:23 - Vacuum Produce Shelves (bananas, potatoes, onions, broccoli, etc.)
00:48:59 - Reconcile Bank / Credit Card Statements
00:49:13 - Payroll Tax Filing
00:49:40 - Stocking Upcoming Holiday Items - [Mod8 8 Holiday Items to Carry Template](#)
00:51:40 - [Mod8 9 Holiday Hams & Turkeys Template](#)
00:53:16 - Food Safety Inspection
00:55:01 - Evaluate Employee Performance & Raises
00:55:46 - [Mod5 11 Annual Performance Review Template](#) - from Module 5: Human Resources
00:56:35 - Renew Beer License
00:57:32 - Renew Vendor Contracts
00:58:39 - Defrost Freezers
00:59:05 - January - Issue Employee W-2s and Contractor 1099s