

Don't Know What To Do?

THESE TASKS NEED ATTENTION SEVERAL TIMES A DAY

Collect loose cardboard boxes from the shopping floor and basement. Boxes that are for shopping must end up 1) on the shelf above the shopping carts; 2) on the shelves in between the express line and the cashier; or 3) in the cubbies at the end of the checkouts facing the express checkouts. Boxes for shoppers must have the flaps folded in. Boxes too big, too small, too weak and ALL meat boxes need to get flattened and go to the baling room.



the aisle for both long and short roll bags); the bulk aisle and around the corner (2 short bags); the bread aisle (3 short bags); and above the meat (1 short bag).

Check shelves for abandoned box cutters, pens, markers, clipboards, gloves, water bottles, coffee cups. Collect them and return them to the receiving area metal shelves, lost and found, or garbage.

Restock twist ties. Backstock of twist ties is located in the food processing area (under the spice bagging and weighing area) in the basement. Twist ties need to be stocked in three places: the produce aisle, the bulk aisle and food processing in the basement (in labeled drawers).

Restock plastic roll bags. Backstock is located on shelves in the baler room. Roll bags need to be stocked in four places: the produce aisle (numerous locations throughout

Clean baling room sink, all sinks in the produce processing area, and the slop sink in the basement opposite the Blue Room. Remove trash, clear drain, clear catch screen, rinse sinks. Wash and set out to dry the white meat bins in the sink to the left of the freezer in the basement.

Empty garbage in the Receiving areas and the basement. Empty/consolidate garbage cans, re-using plastic liners when possible. Make sure air can escape from bags that go into the dumpster. Fresh, large clear garbage bags are in a white box on the wooden shelf above the produce belt.

Organize the boxes for shoppers. Fold in flaps and nest boxes. Keep the area under the bottom shelf between the cashier station and the express checkout clear for outdoor carts. Remove boxes that are inappropriate for shopping—not solid enough, too small, too big—and bring to Receiving for baling.

(continued)

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Restock plastic roll bags. Backstock is located on shelves in the baler room. Roll bags need to be stocked in four places: the produce aisle (numerous locations throughout the aisle for both long and short roll bags); the bulk aisle and around the corner (2 short bags); the bread aisle (3 short bags); and above the meat (1 short bag).

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