

DATE \_\_/\_\_/\_\_\_\_

DEPT \_\_\_\_\_

# DEPARTMENT CHECKLIST

TO BE COMPLETED EVERY SHIFT CHANGE

## CHECKLIST

Initial each box after inspection and take notes on any issues in the Supervisor Notes section below:

OPENING	MID-SHIFT	CLOSING

- Following minimal handling guidelines
- Products meet quality standards
- Date rotation spot check
- Proper inventory management
- Waste separation
- Markdowns/dynamic pricing procedures followed
- Equipment check

## TEMPERATURE CHECKS

Fill in the temperature reading. Be sure to alert your line manager when cases are out of temperature.

DEPT	CASE	AM	MID	PM
	1	°F	°F	°F
	2	°F	°F	°F
	3	°F	°F	°F
	4	°F	°F	°F
	5	°F	°F	°F
	6	°F	°F	°F
	7	°F	°F	°F
	8	°F	°F	°F
	9	°F	°F	°F
	10	°F	°F	°F

DEPT	CASE	AM	MID	PM
	11	°F	°F	°F
	12	°F	°F	°F
	13	°F	°F	°F
	14	°F	°F	°F
	15	°F	°F	°F
	16	°F	°F	°F
	17	°F	°F	°F
	18	°F	°F	°F
	19	°F	°F	°F
	20	°F	°F	°F

TEMPERATURE GUIDANCE	
MEAT	< 41 °F
DAIRY	< 41 °F
FROZEN	-10 to 10°F
PRODUCE*	

\*Managers can fill in the temperature they select for produce coolers

## SUPERVISOR NOTES

Include notes below appropriate shift detailing the areas that need improvement or issues noted during check for the next supervisor here.

OPENING

MID-SHIFT

CLOSING