Supermarket Cashier Opening Checklist

Daily Operations

DATE	LANE NUMBER	CASHIER
____ / ____ / _____		

TILL & PAYMENT

- [ ] Till float counted and verified
- [ ] Correct denominations for change
- [ ] POS terminal logged in
- [ ] Card terminal connected and tested
- [ ] Contactless working
- [ ] Receipt printer loaded

SCANNER & SCALE

- [ ] Barcode scanner reads cleanly
  Test with 3 different products
- [ ] Scanner glass clean
- [ ] Weighing scale zeroed
- [ ] Scale calibration check with known weight
- [ ] Handheld scanner charged
  For large items — if used
- [ ] Price lookup codes accessible
  For loose produce

LANE SETUP

- [ ] Conveyor belt clean and running
- [ ] Customer dividers available
- [ ] Bags stocked at packing area
- [ ] Lane number sign on and visible
- [ ] "Lane Open" light working
- [ ] Trolley and basket return area clear
- [ ] Checkout area tidy
- [ ] Impulse merchandise stocked
  Sweets, magazines, gum — per planogram

SIGN-OFF

Issues found _____

Cashier signature _____

Notes

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