



YOUR STORES & STOCK

1. Stores should be filled at all times items not there to fill or low must be written on main shopping at till point.
2. When stocking out you must check dates of new stock & on shelves. The earliest dates be on the shelves, (sometimes we get delivered earlier dates than on our shelves that's why we check. Also is it short dated if so return to supplier but must be complete box).
3. When stocking shelves make sure stock is to the front of shelves face out – no barcodes showing on ingredients only products name. Then does the label match the product & price if a price marked product. If it doesn't remove label, if 2 for 1 does it scan as such. If it doesn't work then let a manager know so we can correct it.
4. If items not scanning the office must know straight away as more you sell under non scan if you mess up stock quantities
5. Item we must watch is milk & bread. If you see we are running low you must let your manager know as we can't run out of these items
6. Stock checking must be done regularly & in sections. If short dated we must enter up on critical list in correct months so we can monitor.
7. You must walk the store looking for gaps & tidying stock bring it forward if not in stock & remembering to write on main stock list of out of stock or low quantities also noticing any mess e.g. litter, spillage etc. Please tidy as you go along.