

Training Plan Acknowledgement Cashier

Associate Name	
Hourly Supervisor Name	
Assistant Manager Name	
Hire/Job Code Change Date	

- After completing each lesson, ensure that you and a supervisor initial and date the completed lesson.
- To certify that you have received training on these lessons, ensure that you, your hourly supervisor, and an Assistant Manager sign and date this document below the acknowledgement statement when all lessons are complete.
- Once signed, give this form to your Personnel Manager to be filed in your Personnel File.
- This is the only portion of My Cashier Training Workbook that is retained in the Associate's Personnel File.

Phase: Learning the Essentials

Completed the following lessons within seven days of job assignment.

Date	Supervisor's Initials	Associate's Initials	Assignment
			Becoming a Cashier: Meet the team, 10-Foot Rule, Area tour, Greet Customers, Get Your Sponsors Names, Observe A Cashier, and Discussion: Becoming A Cashier.
			Lesson LE 1: Obtain a register assignment, Open a register, Sign-on/Sign-off the register, Place the register into Idle Mode, Greet Customers and use CHANT, Get help, Scan an item with a UPC, Enter a PLU (not available in all stores), Deactivate items and remove Ultra Gator Tags, Use BOB and LISA, Bag items, Tender transactions with cash and make change, Tender credit cards, Tender debit cards, Correct errors with [ERROR CORRECT] and [VOID], Sell some age restricted items (tobacco products), and Close the register.

