

PET SUPPLIES PLUS STOCKER TRAINING AGENDA

Employee _____

Employee ID # 01489 _____

Store _____

	Stocker		Trainer	
	Initials	Date	Initials	Date
1. Big Joe Lift				
Demonstration				
Employee Operation				
2. Weekly Delivery Schedule				
When loads arrive				
What each vendor supplies				
3. Stock Check-in				
Before Driver leaves - ask if they have Return Authorization Paperwork				
After driver leaves - date the invoice				
Discrepancy reporting procedures				
4. Placement of Pallets				
Full pallets				
Empty pallets				
5. Damaged Products				
Reporting				
Repair and product sale				
6. Returns				
Definition				
Product placement				
7. Special Orders				
Identification, calling customers				
Marking Special Order Slip with initials and date and placement of product				
8. Pricing products				
Price Guns - when you should				
Standard price tag location- upper right corner				
9. Price Changes				
10. Box knives				
Always carry one				
Bring daily				
Never leave unattended				
Keep closed when not in use				
Do Not lay knife down on a shelf				
Fresh blades				
11. Actual Stocking Procedure				
Mid-size and large bags				
Stacks-floor and shelf				
Damaged Bags				
Product rotation				
Overstock Procedures				
Frequent buyer stickers				
12. Top Stock Procedures				
How to stack				
How to "stripe"				
How to pull down				
Never drop product on floor				
13. Bales				
Shelf loading procedure				
14. Cans				
Proper cutting procedure				
False Facing				
When to cut cases				
15. Mid Aisle Displays				

	Stocker		Trainer	
	Initials	Date	Initials	Date
How to straighten and restock				
Minimum spacing				
Proper signage				
16. Center Store Aisles				
Price and product number verification				
Price change procedure				
Proper shelf and peg tags				
Crate and cage building and display				
Overstock procedure				
17. Dog wash (in stores where applicable)				
Opening dog wash				
Cleaning tubs				
Laundry				
Closing dog wash				
18. Overstock				
Placement of stock in the backroom				
Proper procedure and timetable for running back room stock				
Foods and litters				
Bulk Bins				
Biscuits				
All Other product				
19. Opening procedures				
All floor mats are to be out, check outside front area for trash				
Obtain project list from manager				
Verify what loads are expected for the day				
20. Closing Procedures				
First - Cut cans-dog and cat				
Next - Face center of store				
Next - Pull and Face small bags, boxes, cans, biscuits and treats				
Next - Drop top stock or fill from back stock - Never face litter if you have back stock to fill				
Dust mop the entire store				
Empty all trash cans, front and back, and replace trash can liner				
Finally - Do a stocker walk thru before a walk thru with the manager				
Mop store				
Manager will dismiss you to clock out				

I HAVE READ AND UNDERSTAND THE STOCKER TRAINING
AGENDA AND AGREE TO FOLLOW THEM AS A
CONDITION OF MY CONTINUED EMPLOYMENT

EMPLOYEE _____ DATE _____

MANAGER _____ DATE _____