

Name _____



Shift Protocol

Directions: Read the workplace manual excerpt. Use the rules to answer each situation.

Location: FreshMart Grocery Store

Section: End of Shift Closing Procedures for Stock Assistants

Closing Instructions

- All refrigerated items must be **returned to cold storage** before clocking out.
- If a spill is found, the employee must **block the area** and notify a supervisor immediately.
- Boxes must be **broken down flat** before placing them in the recycling bin.
- Hand carts must be **parked inside** the stock room, not left in the hallway.
- If an employee notices damaged products, they must **label them and place them in the return crate**.
- Employees must **wash hands** after handling trash or spills.

Situational Application Questions

1. You finish unloading yogurt from a cart and your shift is ending. What must you do with the yogurt before clocking out?
2. A jar breaks in aisle five and liquid spreads across the floor. What are the **two required actions** you must take?
3. You are carrying empty boxes after stocking shelves. What is the correct way to dispose of them?
4. You see a hand cart parked near the exit door at the end of your shift. What should you do?
5. A box of cereal is crushed and leaking dust onto other products. Where must it be placed?
6. After throwing away trash bags, what hygiene step is required before returning to work?