

Bookstore Staff Welcome Checklist

First Day

- ☐ Greet new staff member
- ☐ Introduce to team
- ☐

Orientation & Training

- ☐ Tour of bookstore
- ☐ Review staff handbook
- ☐ Explain opening and closing procedures
- ☐

Operations

- ☐ Introduce POS/register system
- ☐

Safety & Emergency

- ☐ Review emergency exits
- ☐

Additional Notes

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