

Boutique Staff Orientation Checklist

General Orientation

- ☐ Introduction to boutique team and management
- ☐ Toured the store layout and departments
- ☐ Reviewed work hours, dress code, and policies
- ☐ Emergency procedures and contacts

Product Knowledge

- ☐ Familiarized with merchandise and brands
- ☐ Trained on new arrivals and promotions

Customer Service

- ☐ Greet and assist customers procedures
- ☐ Handling returns and exchanges

Sales & POS

- ☐ Trained on POS system operations
- ☐ Processing sales and receipts
- ☐ Gift wrapping procedures

Store Maintenance

- ☐ Restocking shelves and displays
- ☐ Opening and closing checklists

Trainer/Manager Notes