

Grocery Store Cashier Induction Template

Employee Information

Name	
Start Date	
Position	Cashier
Supervisor	

Induction Topics

- 1. Welcome & Introduction
- 2. Store Layout & Facilities Tour
- 3. Cash Register Operation
- 4. Customer Service Expectations
- 5. Security Procedures
- 6. Health & Safety Guidelines
- 7. Breaks and Schedules
- 8. Uniform & Appearance Standards
- 9. Handling Returns, Exchanges & Voids
- 10. Dealing with Difficult Customers
- 11. Emergency Procedures

Training Checklist

Topic	Completed (Y/N)	Trainer Initials
Store Tour		
Register Training		
Customer Service		
Security & Safety		
Returns/Exchanges		

Notes

Employee Signature Date

Supervisor Signature Date

