

Grocery Store Nightly Closing Checklist

Front End

- ☐ All registers closed and cashed out
- ☐ Cash drawers balanced
- ☐ Register areas cleaned
- ☐ Shopping carts/baskets returned to entrance
- ☐ Floors swept

Sales Floor

- ☐ All aisles faced and stocked
- ☐ Expired/damaged items removed
- ☐ Displays secured
- ☐ Floors mopped if necessary

Perishables

- ☐ Produce section cleaned and organized
- ☐ Dairy & deli cases shut properly
- ☐ Meat department cleaned and sanitized

Backroom/Receiving/Office

- ☐ Stockroom secured
- ☐ Trash removed
- ☐ Office locked
- ☐ Alarm system set

Manager Signature:

Date:
