



MANAGER ON DUTY WALK FOR SALES CHECKLIST

Store #	Date:	Day:	8:00 AM	2:00 PM	8:00PM
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The Purpose of the “Walk For Sales” checklist is to ensure that all areas of the store are fresh, full, clean, well-organized, and ready for the entire day’s business. It is the company’s goal to be 100% in these areas from 9 a.m. till 8 p.m. daily. This checklist represents some of the most important areas.

- This checklist should be filled out at the specified times by a member of management.
- All deficiencies should be corrected immediately and comments noted for follow-up with your team.
- The entire week of forms should be saved for review between the store manager and department manager so that you can determine what adjustments can be made to enhance scheduling and/or productivity efforts.

PRODUCE/FLORAL

			8am	2pm	8pm
Bananas are full, stacked one high; 70% yellow					
Top-selling items are in stock					
Sale items are full and signed					
Packaged salad case is worked and shows full variety					
All areas are culled, low levels are addressed, no poor quality on the shelves					
Wet rack is replenished where needed					
Variety of fresh fruit and vegetables is available					
Plastic bags are available					
Cut product is available with variety					
Floral is worked with variety of roses, bouquets					
Floral is watered, culled, floor free of debris and spills					
List out of stocks					
COMMENTS					

DELI

			8am	2pm	8pm
Hot bars are fresh, dried product is replaced, fried chicken is available					
Rotisserie chickens are available within 4-hour window					
Salad bar is fresh with full variety, clean (where applicable)					
Service cases are fresh, salads are turned					
Temp and slicer logs are completed					
Sale items are available and signed properly					
List out of stocks					
COMMENTS					

BAKERY

	8am	2pm	8pm
Donut window is straightened, condensed, and clean (where applicable)			
Top-selling items are in stock			
Variety of breads is available; display is blocked, backstock from backroom is worked			
Cake case is presentable w/ chocolate and gold cake varieties available			
Display tables and racks are presentable with variety			
List out of stocks			
COMMENTS			

MEAT

	8am	2pm	8pm
Top-selling items are in stock			
Sale items are available			
Grind case is fresh with varieties available			
Grind logs are current			
Meat and chicken cases are presentable with no distressed product			
Meat deli wall is fresh and leveled			
Full-service cases are fresh and presentable where applicable			
Freezer displays are leveled and within load guidelines			
List out of stocks			
COMMENTS			

SEAFOOD

	8am	2pm	8pm
Top-selling items are in stock			
Sale items are available			
Self-service case is fresh and presentable; variety is available			
Full-service case is fresh and presentable; variety is available			
Freezer display is full and level			
List out of stocks			
COMMENTS			

GROCERY/HBC

	8am	2pm	8pm
Soda aisle is in stock			
Bread aisle is in stock			
Chip aisle is in stock			
Aisles are neat, clean, and presentable			
Grocery ends, wings, and displays are neat and organized			
Shelves are filled from end displays to the shelf as necessary			
Sale items are in stock			
HBC ends and gift card mall is neat and organized			
HBC top-selling categories in stock			
COMMENTS			

DAIRY/FROZEN

			8am	2pm	8pm
Dairy and frozen cases are presentable and filled as needed					
Milk and eggs full and rotated					
Ice is filled as needed					
Sale items are available					
List out of stocks					
COMMENTS					

GENERAL/SERVICE

			8am	2pm	8pm
Parking lot free of carts, trash emptied, sidewalks clear					
Sanitation wipes filled, lobby swept and clean					
Restrooms and cafés clean and stocked properly					
Sales floor clear of debris and spills, spot mop where needed					
Check lanes and coolers filled and organized					
All refrigeration cases running at temperature					
"Code Green" completed at scheduled times					
Front end operating efficiently with no lines more than 3 deep including customer being waited on					
Deli operating efficiently no lines, proper staffing, attentive					
COMMENTS					

RX
WHERE APPLICABLE

			8am	2pm	8pm
Department view is clean and in order, inside and out					
OTC shelves are full and in order					
Waiting room and blood pressure machine areas are clean					
COMMENTS					

ADDITIONAL COMMENTS: 8am

ADDITIONAL COMMENTS: 2pm

ADDITIONAL COMMENTS: 8pm



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