

## Our System For Opening The Business

Step #	Description of the Step	Initials
#1	Go into store and lock door behind you	
#2	Unlock Office Door with hidden key and turn lights on	
#3	Put on your vest and turn coffee machine on	
#4	Take Float out and count it to ensure \$200	
#5	Bring Float to the Front and put into the till	
#6	Turn Till on with button on side	
#7	Turn on computer and load up POS system by clicking on the POS icon	
#8	Turn on scale	
#9	Turn on Debit Machine	
#10	Turn all lights on in the store	
#11	Ensure that POS system is up and running	
#12	Make sure that the store is tidy and the night shift took out the garbage. If this is not done do this quickly	
#13	Open doors for customers- you can do this a few minutes early if you are ready but never late. Our customers rely on us.	
#14	Greet the customers by name – Its Show Time	
	Have a Great Day!	