

# Front of House Checklist

**Store:** \_\_\_\_\_

**Trainer:** \_\_\_\_\_

**Trainee(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Opening:

Complete	Demonstrate
	Introduction: Store ID # - Allows for Faster Support
	Introduction: Age Verification
	Introduction: Messages 86/Availability
	Clock In/Out
	Login
	Open Store
	Cash in Cash Drawer

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## Order Taking:

Complete	Demonstrate
	Table Layout
	Discuss different order types
	Create an order
	Modify an Item (Change price, comp, amount, etc...)
	Modify an Order (Comp, Discount, tax exempt, void etc...)
	Discuss Tools Menu
	Split an order
	Merge an order
	Transfer an order
	Pay for an order (discuss available payment types)
	Re-open an order
	Discuss voids (Order and payment levels)
	Close an order

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## Admin:

Complete	Demonstrate
	Admin login main screen
	Discuss admin menu options
	Petty Cash
	No Sales
	Reports
	System status

## Closing:

Complete	Demonstrate
	Tip Adjusting
	Closing all orders/filters
	User cash outs
	Cash drawer cash out