

Standard Operating Procedures: Bed, Bath, and Beyond End of Shift Checklist for Cashiers

- **Wipe down the counters and registers.**
- **Collect the pins.**
 - Separate the needles by color.
 - Place each colored pin in their respective bins.
- **Sweep the floor.**
- **Put more soda cans in the refrigerator as needed.**
 - Count the number of empty spaces in the refrigerator to see how many soda cans are missing in each row.
- **Fill in the counter snack section as needed.**
 - Make sure that each rack is completely filled.