# Sample Training Record for Working Alone



Date of training: _____

Employee name: _____

Position: _____

Duties: _____

Supervisor name: _____

Supervisor contact information: _____

Location of written work procedures: _____

The trainer must ensure that training includes the following procedures. Both the trainer and the employee should initial each item to indicate that it has been covered during training.

| Procedure | Initials (trainer) | Initials (employee) |
|---|---|---|
| Opening and closing the store | | |
| Handling money and making bank deposits | | |
| Taking out garbage | | |
| Person-check procedure | | |
| Dealing with robberies | | |
| Dealing with shoplifting, dine and dash, or gas and dash | | |
| Dealing with irate or abusive customers | | |
| Emergency procedures | | |
| Other | | |

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