

### General Store Opening and Closing

<input type="checkbox"/>	Employees assigned to open should arrive early to prepare the store for its opening to the public.
<input type="checkbox"/>	The store should be opened to the public on time, indicated with signs or lights as appropriate.
<input type="checkbox"/>	Employees should begin preparing at a designated time for the store to close. This typically includes cleaning and other preparation for opening the next day.
<input type="checkbox"/>	The store alerts customers at a specified time, such as thirty minutes before and again ten minutes before, that the store will be closing. Staff may pull gates, change the lighting or perform other steps to alert customers.
<input type="checkbox"/>	All cash is counted, reconciled, checked by a manager, and locked. All keys go to the person in charge of that. The procedure should define in detail how important matters like this are carried out.
<input type="checkbox"/>	Opening and closing work is subject to inspection by someone responsible for that, as appropriate.