

Chapter 9

Activity 8: Paperwork

In this activity you will demonstrate how to fill out and manage the Paperwork. The first time you'll shadow the manager; the second time you'll do it together and the third time, the manager will shadow you.

1. Complete three Paperwork exercises

What questions, or struggles do you have completing the Paperwork? What challenges did you face when storing food?

What is biggest challenge you face completing the Paperwork procedures? How can you improve?

First time:

Paperwork	Completed Score (1-5)	Instructor Initials/ Date	Notes
Completes all daily paperwork.			
Completes all weekly paperwork.			
Completes the monthly paperwork.			

Second time:

Paperwork	Completed Score (1-5)	Instructor Initials/ Date	Notes
Completes all daily paperwork.			
Completes all weekly paperwork.			
Completes the monthly paperwork.			

Third time:

Paperwork	Completed Score (1-5)	Instructor Initials/ Date	Notes
Completes all daily paperwork.			
Completes all weekly paperwork.			
Completes the monthly paperwork.			