

Cashier Closing Checklist

Cashier Details:

Name: _____

Station/Counter Number: _____

Date: _____

Shift Time: _____ to _____

1. Cash Count:

- ☐ Count all cash in the drawer.
- ☐ Compare cash count with the register's recorded sales.
- ☐ Log any discrepancies.

2. Credit/Debit Card Transactions:

- ☐ Ensure all card transactions have been processed.
- ☐ Check for any declined transactions and address accordingly.

3. Receipts and Invoices:

- ☐ Organize all receipts in sequential order.
- ☐ Verify all voided transactions with corresponding documentation.

4. Cleanliness:

- ☐ Wipe down the counter and register.
- ☐ Organize any stationary or tools at the cashier station.
- ☐ Dispose of any trash or unnecessary items.

5. Restocking:

- ☐ Replenish receipt rolls, pens, and other essential items.
- ☐ Inform management of any low-stock items.

6. Systems & Equipment:

- ☐ Ensure the POS system has been correctly closed for the day.
- ☐ Turn off or set equipment to standby mode as per guidelines.
- ☐ Check that any connected printers or card machines are powered down if necessary.

7. Security:

- ☐ Lock cash drawer and store cash in the designated secure location.
- ☐ Confirm all alarms or security systems at the station are activated if applicable.

Cashier Checklist Template

Carrie A. Picardi

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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