

Onboarding Training Checklist

Role: Cashier/Runner

Below you will see a checklist of resources you need to read, watch and review prior to your first day on our team.

Orientation Videos

**These videos can also be located on the onboarding welcome page*

- √ Video One: Personnel and Pay
- √ Video Two: General Information, Dress Code and Training
- √ Video Three: Health Department
- √ Video Four: Customer Service
- √ Video Five: Security and Misc. Topics

Training Videos

You will find these resources to view at: www.urickconcessions.com/training.html

- √ Video One: How to Clock In/Out for Work
- √ Video Two: How to Use Square Register (iPad Version)
- √ Video Three: How to Use Square Register (Integrated Version)
- √ Video Four: How to Make Bleach Water

Policies & Guidelines

You will find these resources to view at: www.urickconcessions.com/training.html

- √ Alcohol Serving Guidelines (Cashiers)
- √ Attendance Policy
- √ Health Policy
- √ Drug and Alcohol Policy
- √ Harassment Policy
- √ Code of Conduct
- √ Company Values

For Review

**located on the onboarding welcome page*

- √ Familiarize yourself with our management team (located on the onboarding welcome page)
- √ Familiarize yourself with the map of our locations on the Indiana State Fairgrounds (You will find these resources to view at: www.urickconcessions.com/training.html)