

Lunch Break

1. Team Leader informs staff that it is time for lunch. Half an hour lunch break.
2. Staff complete inventory of item that is being work on before taking lunch break
3. Staff notes where they are and where they need to return
4. Staff return to Team Orientation area
5. Staff remembers their phone barcode number. Use post it note.
6. Team Leader receives staff phones to recharge batteries over lunch time
7. All phones are plugged in to recharge during lunch break

Restart After Lunch

1. Staff returns to Team Orientation Area
2. Staff receives same phone barcode number as was used before lunch
3. Do not use a different phone
4. Staff returns to aisle and rack where they were prior to lunch
5. Inventory begins promptly after lunch is finished

End of Shift

1. Team Leader informs staff that it is end of shift
2. Staff completes inventory of item that is being worked on before leaving shift
3. Staff returns to Team Orientation Area
4. Staff hands phone to Team Leader
5. Team Leader goes to Zoho JLG Check In
6. Team Leader selects Time Sheet to scan staff person's shirt, scan phone bar code number and select their name
7. Team Leader goes to Zoho App Date Time In/Out to set ending time
8. Team Leader charges phones to ready them for next incoming shift