



Task Title: Discussing Store Closing with a Co-Worker

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will have a conversation with their co-worker (instructor) about store closing procedures.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Interact with others/B1.2

Materials Required:

- Conversation Partner (Instructor)

Learner Information

In the workplace, it is important to be able to clearly communicate with co-workers. Often, several employees are responsible for daily tasks, and they need to work together to ensure everything is completed properly.

Read the “Dollar Stop Closing Procedures”.

Dollar Stop Closing Procedures

After cash has been counted and put away, please ensure the following tasks are completed before closing.

- Wash front door (including handles!)
- Ensure aisles are tidied and clear of objects or debris
- Sweep aisles before closing
- Check mat at front of store to make sure it’s properly secured and isn’t a tripping hazard
- Check electrical cords at back of store near staff room; make sure they are properly taped to the floor and not a tripping hazard
- Make sure staff room door is closed and locked. It is often propped open during the day and needs to be closed when the store closes at night.
- Turn off all lights
- Set alarm and lock front door

Work Sheet

Task 1: You and your co-worker (instructor) close the store together on Mondays, Tuesdays and Thursdays. You try to divide the closing tasks equally. Lately, your co-worker has been offering to close the staff room door and check the electrical cords. These are two of the fastest tasks to complete. You are now left doing the remaining closing tasks which take longer. Your co-worker usually sits on their phone while you finish everything.

Talk to your co-worker about the problem. In your conversation, clearly describe

- **the problem**
- **why this is a problem for you**
- **solutions you propose**
- **possible next steps if the problem continues**

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: You and your co-worker (instructor) have just started working together. This is your third closing shift together. Your co-worker says they will complete some of the closing tasks, but these aren't always done. For example, last night, your co-worker said they would close the staff room door. You later found it propped open when you went to get your bag before leaving.

Talk to your co-worker about the problem. In your conversation, clearly describe

- **the problem**
- **why this is a problem for you**
- **solutions you propose**
- **possible next steps if the problem continues**

Answer: No written response required here.

Task completed: Yes: ☐

Task 3: You and your co-worker (instructor) are talking about who will do which closing tasks today. Your co-worker tells you that they don't ever check the rug or the electrical wires. They say it's because these things aren't really a tripping hazard. They tell you it's no big deal.

Talk to your co-worker about the problem. In your conversation, clearly describe

- **the problem**
- **why this is a problem for you**
- **solutions you propose**
- **possible next steps if the problem continues**

Answer: No written response required here.

Task completed: Yes: ☐
