

Tool 24C – Job Checklist

Job Understanding System

Job Checklist

Completed and customized by the manager. Build a job-specific checklist that employees can follow consistently. Check each box and fill in the steps for the position.

Job Title:

Department:

Required Tools or Materials:

Opening Checklist

☐	
☐	
☐	
☐	
☐	

Daily Tasks

☐	
☐	
☐	
☐	
☐	

Job-Specific Tasks

☐	
☐	
☐	
☐	
☐	

Tools, Equipment, or System Checks

☐	
☐	
☐	
☐	
☐	

Safety or Compliance Checks

☐	
☐	
☐	
☐	
☐	

Cleaning Tasks

☐	
☐	
☐	
☐	
☐	

Closing Checklist

☐	
☐	
☐	
☐	
☐	

Notes*Write here*

Manager Signature

Signature:

Date:

Employee Signature

Signature:

Date: