

Tool 24C – Job Checklist

Job Understanding System

Completed and customized by the business owner or responsible lead. Build a job-specific checklist that team members can follow consistently. Check each box and fill in the steps for the role.

Job Title:	
Business / Team:	
Required Tools:	

Opening Checklist

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Daily Tasks

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Job-Specific Tasks

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Tools, Equipment, or System Checks

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Safety or Compliance Checks

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Cleaning Tasks

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Closing Checklist

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Notes

Final Review

Use this page to confirm that the checklist has been customized for the specific role and is ready for consistent use.

Business Owner / Lead

Signature:

Date:

Team Member

Signature:

Date:

Notes
