

SCHOOL_____

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR_____ PHONE NUMBER_____

STUDENTS:

ADDRESS:

TOWN: STATE: ME. ZIP:049

PARENTS NAME:

SOCIAL SECURITY NO:

CIP CODE: 52.1803 SUPERMARKET MARKETING /C STORE

GENERAL GOALS FOR THE STUDENT LEARNER: AN INSTRUCTIONAL PROGRAM THAT PREPARES INDIVIDUALS TO PERFORM MARKETING FUNCTIONS IN LARGE RETAIL FOOD STORE OR A CONVIENCE STORE.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. UNDERSTANDING THE CONCEPT OF KEEPING THE SHELVES STOCKED.
2. COUNTING AND COLLECTING RETURNABLE BOTTLES.
3. STAMPING AND COUNTING ITEMS FOR THE WHOLESALE AND RETAIL MARKET.
4. BAGGING OF GROCERY ITEMS.
5. ABILITY TO FOLLOW DIRECTIONS.
6. KNOWLEDGE OF THE STORES AREA FOR INFORMATION FOR CUSTOMERS.
7. UNDERSTANDING CUSTOMER RELATIONS SKILLS.
8. UNDERSTANDING THE GAS CREDIT CARD PROCESS.
9. UNDERSTANDING THE SALE OF PETROLEUM PRODUCTS.
10. MAKING AND SERVING SANDWICHES AND PIZZA

SKILLS THE STUDENT LEARNER SHOULD ACQUIRE DURING HIS/HER TRAINING PROGRAM.

1. USE OF THE CASH REGISTER
2. USE OF THE ADDING MACHINE.
3. PROPER USE OF THE PHONE SYSTEMS WITHIN THE STORE.
4. PROPER DRESS.
5. COURTEOUSNESS
6. UNDERSTANDING THE USE OF SCALES TO WEIGH PRODUCT.
7. TIME MANAGEMENT.
8. UNDERSTANDING THE WHOLESALE - RETAIL BUSINESS OF THE GROCERY INDUSTRY.
9. UNDERSTANDING THE PROPER USE OF CREDIT CARDS.
10. USE OF EQUIPMENT THAT DEALS WITH SERVING FOOD PRODUCTS.
11. UNDERSTANDING OF ALL EMERGENCY AND SAFETY STANDARDS.

SAFETY FEATURES THE STUDENT SHOULD KNOW ABOUT HIS/HER PLACE OF EMPLOYMENT:

1. FIRST AID KIT
2. SAFETY GLASSES
3. SAFETY HATS
4. EYE WASH
5. WORK GLOVES
6. FIRE EXTINGUISHER
7. 911 NUMBERS
8. MARKED FIRE DOORS/ PROPER EVACUATION PROCEDURES