



# How to Shop Kiosk Procedure

**Purpose:** To inform and supply customers with tools and information on how to shop

## **Daily Responsibilities:**

- Check tools at all four stations (measuring tape, masking tape, pencils)
- Check supplies (hold stickers)
- Check information (classes, events, info)

## **Procedure:**

### **1. [Plan]**

- 1.1. Make sure cart is loaded with tools, supplies and information

### **2. [Do]**

- 2.1. Stations must have:

**2.1.1. 2 Tape Measures**

**2.1.2. 1 Masking Tape Dispenser**

**2.1.3. 1 inch stack of Hold Stickers**

**2.1.4. 1 inch of Classes**

**2.1.5. 1 inch of Info Foldouts**

### **3. [CHECK]**

- 3.1. If tape is low, plan to replace
- 3.2. Dry erase board writing is clear, clean and not disturbed

### **4. [ACT]**

- 4.1. How can I make this process better?
- 4.2. Escalate process change to reviewer

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