Supermarket Shelf Stocking Checklist

Daily Operations

DATE	AISLE / SECTION	STOCKED BY
____ / ____ / _____		

STOCK ROTATION & FRESHNESS

- [ ] FIFO rotation — oldest stock to front
- [ ] Date codes checked on every product
- [ ] Expired or out-of-date items removed
- [ ] Short-dated items moved to markdown area
- [ ] Damaged packaging removed
- [ ] Waste recorded by category

SHELF PRESENTATION

- [ ] All products faced to front of shelf
- [ ] Labels facing forward and readable
- [ ] Products aligned to shelf edge
- [ ] Shelf talkers and promotional signs current
- [ ] No products behind other products (hidden stock)
- [ ] Shelves clean — no spills or dust

PRICING & PLANOGRAM

- [ ] Price ticket on every product
- [ ] Price matches POS scan price
  Spot-check 5–10 items per section
- [ ] Promotional prices correctly displayed
- [ ] Products in correct planogram position
- [ ] Gondola ends and feature bays set per plan
- [ ] New lines added to correct position

GAPS & AVAILABILITY

- [ ] All gaps filled from back stock
- [ ] Unfillable gaps flagged for ordering
- [ ] Substitute facings used if line is OOS
  Face adjacent product wider to avoid empty shelf look
- [ ] Overstock returned to stockroom
- [ ] No stock left in aisles or on pallets
- [ ] Cardboard broken down and removed

SIGN-OFF

Availability issues — lines not available _____

Stocked by signature _____

Department manager check _____

Notes

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