

Copilot

Certainly! Here's a template for an accountability agreement that you can give to your employees to ensure they understand and commit to following the Toast cash handling procedures:

Employee Accountability Agreement

Introduction

This agreement is made between [Your Bakery Name] ("the Company") and the undersigned employee ("the Employee") to affirm the Employee's understanding and commitment

Acknowledgment of Procedures

The Employee hereby acknowledges that they have received, understand, and have been trained on the cash handling procedures as outlined by the Company, which include

- Proper opening and closing of cash drawers.
- Accurate processing of sales transactions.
- Correct handling of cash in/out operations.
- Diligent execution of cash drops and tip outs.
- Thorough end-of-day cash reconciliation.

Commitment to Compliance

The Employee commits to:

- Adhere to all cash handling procedures without deviation.
- Report any discrepancies or concerns immediately to management.
- Take responsibility for the cash drawer assigned to them during their shift.

Accountability

The Employee understands that failure to comply with the cash handling procedures may result in disciplinary action, up to and including termination of employment. Th

Confirmation

By signing this agreement, the Employee confirms their understanding of the importance of these procedures and pledges to execute their cash handling duties with inte

Employee Signature

- ****Name****: _____
- ****Signature****: _____
- ****Date****: _____

Management Signature

- ****Name****: _____
- ****Position****: _____
- ****Signature****: _____
- ****Date****: _____

Please sign and return this agreement to management to confirm your understanding and acceptance of these terms.

This agreement serves as a formal acknowledgment of the cash handling procedures and the employee's commitment to adhere to them. It's important to review the agreement with each employee to ensure they fully understand their responsibilities and the importance of compliance. 📄🔒