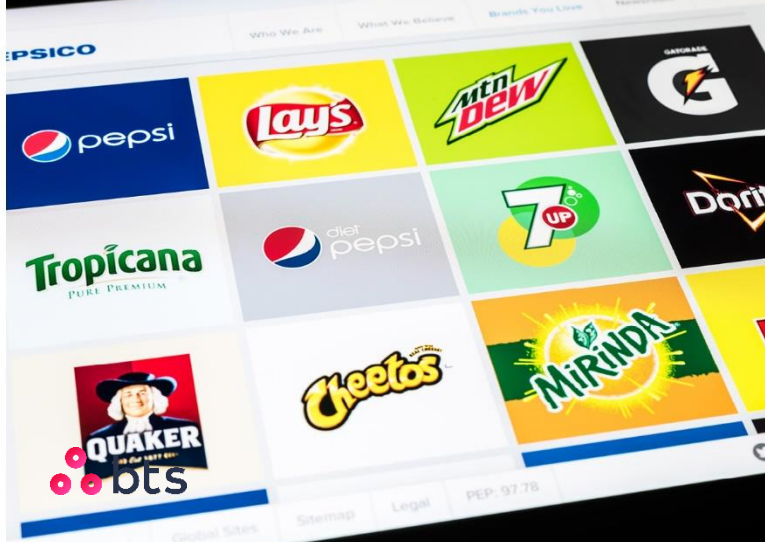
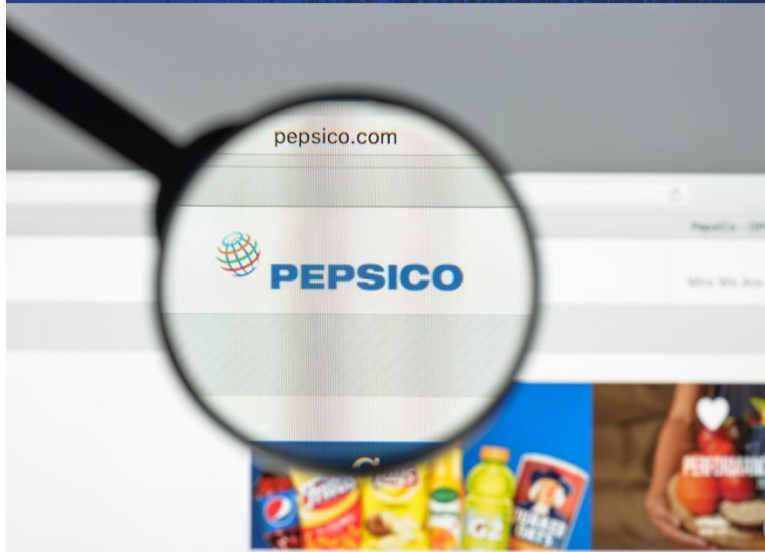


TASK PRIORITIES

Simulation Experience



PEPSICO



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UGM

- A. **Prepare for Weekend Readiness** – Connect with managers to prepare for the weekend. Align on priorities and back-up plans for call-outs.
- B. **Conduct Sales Execution Meetings** – Connect with small-format and large-format teams to align on execution status for the week.
- C. **Plan for Next Week** – Identify next week’s focus areas based on MD priorities. Plan your schedule accordingly.
- D. **Conduct Coaching Event** – Conduct a coaching event with the SDL or Service teams. Use coaching documents to share wins and opportunities.
- E. **Complete Store Visits/Audits** – Visit stores and follow the PREMIER and P.E.P.S.I sales processes, interacting with store managers and resolving issues.
- F. **Conduct Staffing Interviews and Onboarding** – Interview candidates and submit results. Plan and execute new hire onboarding as needed.
- G. **Conduct One-on-One Meetings with Managers** – Conduct one-on-one meetings with direct reports. Plan and schedule meetings to establish a regular cadence of questions.
- H. **Sell to Wired and Key Accounts** – Build relationships with wired and key accounts. Maximize selling opportunities and follow up.
- I. **Complete Volume and Labor Forecasts** – Complete a volume forecast for the week. Then, complete a labor forecast for the week and review with the team.
- J. **Review and Communicate PTD/YTD Results** – Analyze PTD/YTD results and communicate to your team any change related to volume, execution, service, or promotional activity.
- K. **Conduct Tours for your Leadership Team** – Conduct a tour for your leadership team, sharing data on your location’s sales, execution, and service.
- L. **Execute Safety Inspections** – Execute Safety, Environmental, and Food Safety inspections, using the correct forms.
- M. **Attend Merchandiser and Driver Meetings** – Attend merchandiser and driver meetings to show support and to discuss opportunities.

- N. **Conduct Team Staff Meeting** – Conduct a staff meeting to review and discuss objectives. Communicate region priorities to set expectations.
- O. **Attend GTM Initiative Calls** – Attend Go-to-Market (GTM) initiative calls in accordance with follow-up or planning meetings.

SDL

- A. **Conduct One-on-One Meetings** – Prepare and complete one-on-one meetings with your employees, each 5-7 minutes in duration.
- B. **Post Next-Period Sales Planner** – Review, strategize, and communicate next-period sales planners.
- C. **Complete Volume Forecast** – Build a new volume forecast based on trends from sales data and the cause-of-change report.
- D. **Develop Merch Weekend Plan** – Meet with the Merch Manager and other SDLs to ensure that a strong weekend plan is in place.
- E. **Attend UGM Check-In Call** – Attend the UGM check-in call to report out WTD results on top line, execution, and service.
- F. **Attend Market Director Call** – Attend the Market Director call to learn strategic priorities.
- G. **Conduct Team Meeting** – Conduct a team meeting to review and discuss weekly objectives. Highlight the location's top priorities.
- H. **Sell to Wired and Key Accounts** – Build relationships with wired and key accounts. Maximize selling opportunities using the P.E.P.S.I. sales process and follow up on accountabilities.
- I. **Complete Staffing Interviews** – Post requisitions for open front-line staffing positions, interview candidates, and submit results.
- J. **Conduct PREMIER/P.E.P.S.I. Training** – Train front-line employees on PREMIER/P.E.P.S.I., testing at each phase and completing certifications.
- K. **Complete Store Visits/Audits** – Complete store visits following PREMIER and P.E.P.S.I. sales processes. Interact with managers and resolve issues.
- L. **Respond and Recover Out-of-Stocks** – Resolve any out-of-stocks. Confirm that the warehouse manager and UGM are aware of the gap.

- M. **Complete Safety Training** – Prepare for safety training according to the training calendar.
- N. **Stage/Deliver Perm Merch** – Ensure that the placement of the Perm Merch is staged and delivered according to the location strategy.
- O. **Complete Inventory Perm Merch** – Ensure that the Perm Merch is cleaned out. Dispose of outdated material and properly store new inventory.

Merch Lead

- A. **Attend UGM Meeting** – Attend the weekly UGM meeting to review objectives and to share results. Disseminate information to your team.
- B. **Complete Customer Visits** – Complete customer visits using the PREMIER and P.E.P.S.I. processes. Interact with store managers and resolve issues.
- C. **Plan for Next Week** – Identify focus areas that match with UGM priorities. Then prepare your schedule accordingly.
- D. **Conduct Onboarding** – Execute new hire onboarding as needed, ensuring that the Front-line Playbook is followed.
- E. **Conduct Coaching Event** – Complete a quality coaching event using the COACH model. Use Briefcase to share wins and opportunities.
- F. **Plan Weekend Coverage** – Ensure that the location has Merch coverage over the weekend, determining who's on call and how to cover.
- G. **Complete Safety Training** – Conduct safety training, performing Red Flag observations in accordance with EHS requirements.
- H. **Conduct Team Meeting** – Conduct a team meeting to review and discuss weekly objectives and to inform the team on UGM priorities.
- I. **Validate MPM** – Validate MPM by updating routes, customer data, and schedules.
- J. **Drive Accountability** – Schedule in-trade customer visits to drive accountability and to validate on-time starts by employees.
- K. **Manage Waste** – Validate that the team is managing waste by monitoring back rooms for stacking and rotation.

- L. **Conduct Interviews** – Post requisitions for open front-line staffing positions, interview candidates, and submit results.
- M. **Complete Labor Forecast** – Complete a labor forecast for the time frame requested based on the trend of hours and the volume forecast. Adjust to achieve the cost plan and forecast.
- N. **Conduct Roundtable** – Schedule, plan, and execute a roundtable, using the Roundtable Toolkit provided by HR.
- O. **Adjust Labor to Volume** – Flex labor daily based on WTD volume. Set hours to achieve the cost plan.

Delivery Lead

- A. **Conduct Coaching Event** – Complete a quality coaching event, communicating with the driver through a posted calendar or a conversation.
- B. **Communicate with SDLs** – Communicate with SDLs about delivery opportunities that may arise throughout the day.
- C. **Distribute Schedule** – Distribute the next-day schedule and dispatch paperwork.
- D. **Prepare for Weekend Readiness** – Connect with managers to prepare for the weekend. Align on priorities and back-up plans for call-outs.
- E. **Review Manifest Compliance** – Review Manifest Compliance. Certify that time windows and geo codes are turned in to dispatch so adjustments can be made.
- F. **Prepare for Next Week** – Identify focus areas that match UGM priorities. Prepare your schedule accordingly.
- G. **Review Manifest Dispatch for Opportunities** – Review metrics of the Manifest Dispatch Report. Identify opportunities to correct driver behavior or to fix geo codes / time windows.
- H. **Plan and Communicate Schedule** – Plan the schedule. On the dispatch call, share concerns from the previous day's DNR information and max staffing available.
- I. **Conduct Store Audits** – Conduct store audits. Log and complete associated action items and follow up.
- J. **Review eDOT / Payroll for Violations** – Review eDOT for violations and verify if documents are turned in. Then, review Payroll to account for punches match to eDOT.
- K. **Respond and Recover** – Review Pepsi Direct requests and plan for hotshot or delivery requests.

- L. Conduct Team Meeting** – Conduct a team meeting to communicate priorities and to complete trainings.
- M. Conduct Interviews** – Post requisitions for open front-line staffing positions, interview candidates, and submit results.
- N. Adjust Daily Labor to Volume** – Flex labor daily based on the WTD volume. Set hours to achieve the cost plan.
- O. Complete Labor Forecast** – Complete the labor forecast for the time frame requested based on your trend of hours and volume forecast. Adjust hours and routes to achieve your cost plan and forecast.

Warehouse

- A. Run Performance Reports**– Run reports in DPS, Voice Pick, and WMS Dashboards to review key KPIs. Set up subscriptions to top Tableau reports
- B. Analyze KPIs & Communicate**– Analyze PTD/YTD results and communicate to your team via Pre Shift Meetings & Communication Boards
- C. Conduct Pre Shift Meeting** – Align your team on yesterday results, today's activity and expectations, and any communication from cross functional teams (ie EHS, Quality, Control etc)
- D. Complete SAT**– Complete the SAT, Shift Assessment Tool, for each shift, review the gaps, and create action plans
- E. Conduct Coaching Events** – Conduct coaching events on employees utilizing the standard coaching form to share wins and opportunities
- F. Conduct Safety, Food Safety, and GCS walks** – Execute EHS, Food Safety, and GCS walks utilizing the correct forms at the required frequencies
- G. Conduct Staffing Interviews and Onboarding** – Interview candidates and submit results. Plan and execute new hire onboarding as needed.
- H. Manage Staffing** – Manage staffing to meet daily volume needs.
- I. Review Inventory** – Review the DIA report for inventory status and analyze forecast accuracy. Adhere to strict inventory processes including accurate counts, understanding variances, and following all GCS gate policies. Review PQI with sales team
- J. Validate SKU Maintenance & NIS Pallet Configurations** – Review SKU maintenance and ensure alignment with picking operations. Manager pallet configurations within NIS.

- K. Determine Action Items Around Waste** – Reduce breakage, increase repack, and reduce OOD. Ensure PQI controls & reporting
- L. Forecasting** – Review forecast with Location Leadership to gain alignment to provide the right product, at the right time, at the right cost with few OOS
- M. Complete EiOS Tasks** – Ensure all EHS & Food Safety tasks are completed and tracked within the EiOS system
- N. Manage Yard Operations** – Ensure there are efficient yard operations including accurate on property execution, check in/out processes, and gate efficiencies
- O. Monitor costs vs. AOP/Forecast/Plan** – Review and analyze costs and make the necessary adjustments. Communicate any concerns with the appropriate parties