

Daily Checklist

All employees must initial and follow these guidelines every shift. This is not "extra" work.

This is part of your job and what you are being paid to do. Take a picture and send to your manager opening / closing.

Date:	Initial	Initial	Initial	Initial
Clock in/out on website & RQ.				
If you leave the store, clock out.				

Opening Checklist:

- All computers on and cashed in				
- Retail Radio/Music on				
- Sidewalk sign outside				
- Check email, Groupme, Hoopla, promos				
- Update yourself on missed information				
- Morning Huddle posted on Groupme				
- CLEAN THE STORE WIPE EVERYTHING DOWN				
- RESTROOM/BACK ROOM ARE CLEAN				
- VACCUM CARPET AND CLEAN WINDOWS				

Daily Tasks:

Beginning of shift ADVOCATE SHEET				
Post advocate sheet on groupme				
Update Whiteboard				
Opener review huddle with mid shift				
Mid Shift Review Huddle with closing shift				
1 hour flyering				
OFFER UP POST				
CRAIGSLIST POST				
RESTOCK ACCESSORIES				
1pm sales shoutout				
5pm sales shoutout				
End of day sales shoutout				
End of shift ADVOCATE SHEET / POST ON GROUPME				

Closing Checklist:

- Retail radio/Music & A/C off				
- Check for supplies and accessories in need and post on groupme				
- Sidewalk sign inside				
- Clean: phone bar, surfaces, vacuum, POS stations, bathroom, backroom				
- Take out trash and replace bags				
- Accessories organized				
- All terminals cashed out				
- Deposits in deposit box				
- Daily sales totals posted on Groupme				
- Back door closed, lights/Devices off, alarm on, front door locked				