

Daily Task Lists

Monday

- ☐ Send in weekly sales report from previous week
- ☐ Restock cash wrap (shopping bags, receipt paper, cash drawer, etc.)
- ☐ Clean bathroom(s)
- ☐ Dust displays

Tuesday

- ☐ Tidy stockroom
- ☐ Sweep floors

Wednesday

- ☐ Clean staff room
- ☐ Mop floors

Thursday

- ☐ Clean bathroom(s)
- ☐ Wipe down mirrors and windows

Friday

- ☐ Restock cash wrap (shopping bags, receipt paper, cash drawer, etc.)
- ☐ Sweep floors

Saturday

- ☐ Mop floors
- ☐ Dust displays

Sunday

- ☐ Tidy stockroom
- ☐ Clean staff room
- ☐ Wipe down mirrors and windows