

Store Name \_\_\_\_\_

## Store Daily Duties

Put your initials beside each day that you worked once you have completed the daily task. Fax in this form to 664-0622 every Sunday once every day is signed off on as done for the week.

**EVERYDAY** — Clean Desk Top, Clean and Windex front door, pick up and supply restrooms, take out trash, fill up balloons, straighten floors samples, stock all shelves with accessories, update inventory book.

\_\_\_\_\_ **MONDAYS** — Count and inventory all accessories, Make order for accessories before Noon. Vacuum the entire showroom.

\_\_\_\_\_ **TUESDAYS** — Clean restrooms from top to bottom; scrub the toilet bowls, mop the floor, and clean the sink and mirror.

\_\_\_\_\_ **WEDNESDAYS** — Dust the entire store from top to bottom. Clean your shelves, desk, and work station.

\_\_\_\_\_ **THURSDAYS** — Check all price tags and discount, and Organize floor layout. Make sure all samples are lined up and in a straight line. Fluff pillows and tighten up foot protectors, clean out from underneath all beds.

\_\_\_\_\_ **FRIDAYS** — Straighten up your back room, and or stock area and take a stock inventory. Place a Southerland order by 2:00.

\_\_\_\_\_ **SATURDAYS** — Put out balloons, road signs and banners in the morning and bring them in before you leave.

\_\_\_\_\_ **SUNDAYS** — Put out balloons, road signs and banners in the morning and bring them in before you leave.