

# DAILY TASK LISTS

Week of \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_

## 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