

Retail Staff Opening Duties Assignment Sheet

Date: _____

Store: _____

Shift: _____

Manager: _____

Staff: _____

No.	Opening Duty	Assigned To	Completed (âœ”)
1	Collect keys and disarm security alarm	_____	_____
2	Turn on lights and registers	_____	_____
3	Count and record cash register floats	_____	_____
4	Check store cleanliness (floors, shelves, counters)	_____	_____
5	Restock merchandise and replenish bags/supplies	_____	_____
6	Process overnight deliveries	_____	_____
7	Check fitting rooms and common areas	_____	_____
8	Ensure promotional materials are in place	_____	_____
9	Prepare store for opening (music, temperature, etc.)	_____	_____
10	Brief staff on daily priorities and tasks	_____	_____

Manager Signature

Staff Signature

Date/Time