

# 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