

# Retail Shift Assignment Sheet

Date: \_\_\_\_\_

Store: \_\_\_\_\_

Shift: \_\_\_\_\_

Manager: \_\_\_\_\_

## Opening Shift Tasks

No.	Task	Assigned To	Time	Completed	Notes
1	Unlock and inspect premises				
2	Count and record opening cash				
3	Turn on equipment/lights				
4	Restock shelves as needed				
5	Other: _____				

## Closing Shift Tasks

No.	Task	Assigned To	Time	Completed	Notes
1	Count and record closing cash				
2	Clean store and work areas				
3	Turn off equipment/lights				
4	Lock doors and set alarm				
5	Other: _____				

Opening Staff Signature: \_\_\_\_\_

Closing Staff Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

\_\_\_\_\_