

Retail Sales Floor Coverage Plan

Objective

To ensure adequate sales floor coverage, maximize service, and optimize staff productivity at all operating hours.

Coverage Schedule - Sample

Time	Area	Associate	Role
9:00 am – 12:00 pm	Main Entrance	Alex F.	Greeter / Customer Service
9:00 am – 1:00 pm	Electronics	Jamie S.	Sales Associate
10:00 am – 2:00 pm	Apparel	Morgan T.	Sales Associate
12:00 pm – 4:00 pm	Cash Wrap	Taylor Y.	Cashier
2:00 pm – 6:00 pm	Electronics	Chris B.	Sales Associate
2:00 pm – 6:00 pm	Apparel	Jordan M.	Sales Associate
4:00 pm – 8:00 pm	Cash Wrap	Drew P.	Cashier

Key Responsibilities

- Proactively greet and assist customers on the floor
- Maintain clean and organized assigned areas
- Monitor inventory levels and replenish as needed
- Communicate and coordinate with team members for breaks and shift changes

Notes

- Ensure **at least one associate** is present in all critical areas at all times
- Coverage may be adjusted based on peak hours or business needs
- Managers are responsible for updating the schedule weekly