

Retail Closing Shift Duty Schedule

#	Task	Assigned To	Time	Completed
1	Count cash register and reconcile cash drawer			
2	Clean and organize counters and sales floor			
3	Restock shelves and displays as needed			
4	Secure inventory and lock storage areas			
5	Take out trash and recycling			
6	Turn off equipment and lights			
7	Set alarm and lock all doors			

Shift Leader Signature	Staff Signature	Date
------------------------	-----------------	------