

Weekly Store Operations Checklist

Used to record completion of essential operational, staffing, and administrative responsibilities performed by designated supervisory team members to ensure smooth and consistent store operations each week.

Store # _____ W/E _____

Do not write in red

Important Clock Instructions: You must be **clocked in whenever performing these duties**. Clock in when these duties or your shift begin, whichever is first, and remain clocked in until your shift ends or duties are finished, whichever is last. Referring to instructions below, some duties may be completed before, during, or after shift, including during a paid meal period.

M	T	W	T	F	S	S
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DO THESE ON OR OFF-SHIFT (MAY REMAIN ON TIPS):

Initial items you did

CHANGE FUND REPLENISHMENT – daily (5 min)							
DAILY PREP-CHECK (and audit) – each day Tue-Fri (5 min)							
TEMP LOG – 1 per week on Tues, Wed or Thu (5 min)							
CLEANLINESS INSPECTION – 1 per week on Tue, Wed, or Thu (10 min)							

DO THESE OFF-SHIFT/OFF TIPS, OR ON BREAK:

SCR's – daily (20 minutes per set of 3)							
COMMISSARY ORDER – Thu and Sun (1 hour ea day)							
OFFICE SUPPLIES INVENTORY – 1 per week typically over the weekend in anticipation of completion by Monday (10 min)							
UNIFORMS INVENTORY – 1 per week typically over the weekend in anticipation of completion by Monday (5 min)							

DO THESE OFF SHIFT/OFF TIPS:

SCHEDULE – typically Thu (15 minutes)							
APPLICATIONS PROCESSING							
INTERVIEWS/JOB OFFERS							
ORIENTATIONS							
MONDAY WORK – Including Group 1 and 2 Checklists (2-3 hours)							

Certification of Weekly Task Completion: Each person who initials or completes any item above must sign below to confirm the work was performed accurately and in full.

Signature _____

Date _____

Signature _____

Date _____