**Week of / / - / /**

# MONDAY TUESDAY WEDNESDAY

Send in weekly sales report from previous week

Restock cash wrap (shopping bags, receipt paper, cash drawer, etc.)

Clean bathroom(s) Dust displays

Tidy stockroom Sweep floors

Clean staff room Mop floors

# THURSDAY FRIDAY SATURDAY

Clean bathroom(s)

Wipe down mirrors and windows

Restock cash wrap (shopping bags, receipt paper, cash drawer, etc.)

Sweep floors

Mop floors Dust displays

**DAILY TASK LISTS**

# SUNDAY

Tidy stockroom Clean staff room

Wipe down mirrors and windows



