

Daily Task List

This Daily Task List (DTL) is to be used by all team members throughout the day. The first employee on shift will review the schedule and evenly assign tasks to all scheduled team members. Once a task is completed, the employee will initial the corresponding section and ensure the manager signs off on it. At the end of the day, the closing employee will verify that all tasks are completed and will file this DTL in the designated filing cabinet located in the Manager's Office.

Section 1 – (Opening Duties)

Task	Assigned To	Initials	Notes
Turn on all demos and ensure they are functioning properly.			
Vacuum the entire department to ensure cleanliness. (Empty vacuum.)			
Acquire the cash drawer from operations and place it in the register; ensure the register is functioning properly.			
Check all aisles and make sure all products are pulled to the front and flush with the rest of the aisle.			
Wipe down all shelves and base decks with cleaner and wipes.			
Verify that the hydraulic lift is operational, plugged in, and charging.			
Assign and schedule lunch for the team to ensure optimized coverage throughout the day.			
Recap with the next shift on the performance of the day and any potential tasks that need to be completed.			

Section 2 – (Mid-Day Duties)

Task	Assigned To	Initials	Notes
Check that all demos are functional and on.			
Check all aisles and make sure all products are pulled to the front and flush with the rest of the aisle.			
Wipe down all shelves and base decks with a duster or Swiffer.			
Verify that the hydraulic lift is operational, plugged in, and charging.			
Downstock any product from the warehouse.			

Section 3 – (Closing Duties)

Task	Assigned To	Initials	Notes
Turn off all demos and report any functionality issues to the service department.			
Pull the cash drawer and take it to the front-end leaders to balance and investigate any discrepancies.			
Verify that the hydraulic lift is operational, plugged in, and charging.			
Create and fill out a downstocking report and have a manager sign off on it once completed.			
Check all aisles and make sure all products are pulled to the front and flush with the rest of the aisle.			
Clean out any personal items on the desk and throw away anything that does not belong.			
Have a manager sign off to ensure all closing duties have been completed and file the DTL in the filing cabinet.			

Manager Sign-Off

Manager's Name:	
Date:	
Signature:	