



SHIFT	NAME	15	30	15	REG #	ASSIGNMENTS

COMMENTS:

MANAGER CHECKLIST					
	9AM	12PM	3PM	6PM	9PM
Floor walk – through					
Check donation area					
Check restroom					
\$200.00 drops					
Register areas clean					
Compactors and doors					
4 corner of sales floor					
Registers in safe					

Put your initials in the time checked

Date:

Donor Count:

Today's Sales Goals:

Today's Specials:

Reminders:

- ❖ Customers are not an interruption of our work...but the reason for it!
- ❖ Make announcements every 15 minutes
- ❖ Always follow the 8 foot circle of Customer Service
- ❖ Answer the phones in three rings or less with a smile!
- ❖ Be polite, professional and say thank you to each customer.