

# Opening & Closing



# opening checklist

## PROCEDURE FOR OPENING THE STORE:

- Turn on lights
- Clock in
- Open Register
  - Login to LS Central     Reg 2 is ID - \_\_\_\_\_
  - Reg 1 is ID - \_\_\_\_\_
- Open drawer – make sure opening count is \$150.00 (put opening slip in drawer)
- Turn music on (leave volume to pleasant hearing)
- Walk through store to see what needs to be restocked
- Make sure shelves are organized and clothing racks are neat
- Check for notes from previous night's closer or Operations Store Lead
- Take out trash/cardboard (if not taken out the night before)
- At 9:00am – turn on OPEN sign and unlock doors
- Put out sidewalk sign



# closing checklist

## PROCEDURE FOR CLOSING THE STORE:

**VACUUM/MOP/DUST:** Spot vacuum the store every night where needed. Floors should not be dirty or have trash all over. **Every Monday & Friday**, vacuum the entire store. Remember to EMPTY the vacuum after each use and check for clogs. Clean windows, mirrors, and doors. Mop using the Swiffer as needed.

**GM & FOOD:** Check and make sure general merchandise and food is organized, stocked, or spread out if no more merchandise is in the back room. Do not leave holes.

**TRASH:** (*Trash is emptied only if full or if there is food.*) Take trash out of the bathrooms, front counter area and place in large trash can in your back room. Take trash to the dumpster out back or leave by the back door to be taken out in the morning. Put new trash bags in the cans.

**CARDBOARD:** All cardboard from the day must be broken down and placed in a gaylord at the end of the night, with cardboard standing up (building up sides) or compacted into other boxes.

**FRONT COUNTER:** Organize front counter area; make sure all trash from the day is thrown away. Everything should be neat and orderly.

**DRESSING ROOMS:** Be sure there are no clothes or other items in the dressing rooms. Clean mirrors and vacuum as needed. ALL clothing from dressing rooms are to be taken care of every hour with nothing left at the end of the shift.

**ORGANIZATION:** Place everything in designated areas, including carts and hangers. Take extra hangers to the back room – there should never be more than one box of each type of hanger behind the counter (*4 boxes of hangers only: regular, pants, adjustable, and kids*). Retrieve shopping carts from parking lot, if any. Make sure clothing racks are neat; nothing is on the floor; no huge gaps in clothing or GM. Check to make sure shoes are neat as well as display racks on top of clothing. Be sure that no merchandise is left on the front counter areas.

**BACK ROOM & BATHROOM:** Make sure that the back room is clean, organized, and everything is in its correct spot. The night before shipment – prepare the back room with pallets stacked, cardboard standing up, not laying down, hangers set to go back, etc. Bathrooms are to be cleaned every MONDAY, WEDNESDAY, and FRIDAY.

**SIGN:** Bring in the sign from outside; ensure all letters are still on the board and neat in appearance. Wipe off any dirt, if necessary.

**DRAWER(S):** Drawers are to be counted down to \$150 in each drawer. Staple closing reports together with total amount written and initialed by closer. Include cash, coupons, and open/closing slips from the entire day in the deposit envelope. DEPOSITS are put in the safe with date, initials, and amount. Note on the form whether you were over/short or spot on and reason. If the over/short is greater than \$5, contact your Operations Lead.

**ELECTRONICS:** Make sure scanners are plugged in. Leave printers on. Turn off music. Don't forget to clock out as you are getting ready to walk out the door.

**LIGHTS:** Turn off all lights in the store (including back room, bathrooms, store lights/open sign).

**DOORS:** Once all shoppers have left, lock the doors, then proceed with finishing closing duties. Keyholders – upon leaving, make sure all doors are locked; emergency exit doors, back room door(s) to the outside, those with double sets of doors – both sets of front doors with side clips locked and key lock turned.

*Leave this on the front counter by the register, along with the over/short form for the opener to double-check. If you have any notes, please write those out on a piece of paper and place on top of paperwork.*