

Opening Checklist

Completed by: _____

Date ___ / ___ / ___

_____ Drive around parking lot and check trashcans, the lot, lights. Also check the corral and make sure the doors are shut and the dumpster lid is closed.

_____ Count the safe and enter the safe count into the computer

_____ Count 2 drawers. 1 for front line and 1 for window 2

_____ Dumpster dive (communicate any issues with the overnight manager)

_____ Do daily inventory and put it in the binder

_____ Check stock levels in freezer, walk-in, and stockroom

_____ Do a thorough Pre-Shift and make a stock list (follow up on the person doing the stock list)

_____ Unlock doors @ 5:00 a.m. Monday thru Friday & 6:00 a.m. Saturday and Sunday.

_____ Follow up with overnight manager on their checklist