

DAILY PROCEDURES: MONDAY

SERVICE DOLLARS:

RETAIL DOLLARS:

PERCENTAGE BOOKED:

1. Arrive at 8:45 a.m. to open the business
2. Follow "Opening Procedures" and complete all steps.
3. Stock business materials:
 - Fill holder on front desk with menus
 - Fill plastic card holder with business cards
 - Restock New Client Info cards and bags
 - Check inventories as restocking is done. If we are low on anything, please inform management.
4. Confirm Tuesday appointments following guidelines in manual.
5. Refer to "Daily Procedures."
6. Bank run (deposits & change order)
7. Update spreadsheets, Payroll (bi-weekly) & Payroll tax.
8. Update supply list on corkboard & go to Sam's Club if needed.
9. Update calendar in break room
10. Put out new missed opportunity sheet on front cash counter
11. Make inventory order
12. Universal/Industry Source orders as needed.
13. Check salon email & get mail from postbox.
14. Prepare for staff meetings
15. Cancelled appointment list (Reports)
16. Monitor "Front Desk Monday Duties" for both opening & closing.

Customer Concerns/Highlights:

Daily Highlights/Breakdowns:

Ta-Da's:

Need Checks for:

Messages for Management:

Special Weekly Tasks:

DAILY PROCEDURES: SATURDAY

SERVICE DOLLARS:

RETAIL DOLLARS:

PERCENTAGE BOOKED:

1. Arrive at 8:30 to open the Business.
2. Follow "Opening Procedures" and complete all steps.
3. Check Appointments

Go through appointment book for the following week. Double check all appointments and watch for misbookings, overlapping of services, and employees' schedules. Make any necessary changes. (When in doubt ask the technician to confirm.)

4. Confirm Monday's appointments following guidelines in manual.
5. Refer to "Daily Procedures."
6. Follow "Closing Procedures" at end of day.
7. Complete Inventory cycle count
8. Complete Soda count
9. Put out tips and training hours – Saturday before payroll
10. Check salon email & get mail from Postbox
11. Monitor Saturday's "Front Desk Duties"

Customer Concerns/Highlights:

Daily Highlights/Breakdowns:

Ta-Da's:

Need Checks for:

Messages for Management:

Special Weekly Tasks: