

Assistant Daily Checklist

_____ / _____ 2016

Opening Receptionist _____ Time _____ - _____ Opening Assistant _____ Time _____ - _____
Closing Receptionist _____ Time _____ - _____ Closing Assistant _____ Time _____ - _____
Manager/Lead Schedule _____ - _____

Opening Assistant checked out by: _____ **at (time):** _____
Closing Assistant checked out by: _____ **at (time):** _____

Opening (to be complete no later than 10 minutes after your shift begins).

- Turn on wax pot.
 - Make coffee, water, and hot water and make sure coffee area is clean and stocked with supplies.
 - Fold towels left from the night before
 - Begin washing any dirty towels/smocks and/or dry any towels/smocks that have been washed.
 - Wash any bowls left in the sink from the night before.
 - Check/empty all trash, hair bins, smock and towel bins.
 - Make sure there are not any glasses or magazines left on chairs or trays.
 - Check all bathrooms for cleanliness.
 - Replenish any empty towel/toilet paper dispensers or almost-empty soap dispensers throughout the salon.
 - Make sure all items on the back bar are full.
- Pre-Open Completed by: _____

Daily (begin daily checklist as soon as the Opening checklist is complete).

- Straighten the back bar and wipe down the product bottles and the counter tops and cabinet doors throughout the day.
 - Straighten dryers throughout the day.
 - Check bathrooms hourly to make sure they stay stocked and cleaned.
 - Replenish any empty towel/toilet paper dispensers or almost-empty soap dispensers throughout the salon (check hourly).
 - Sweep all stations after each client to ensure the cleanliness of the salon.
 - Wipe the sinks, chairs, and the sides of the sink throughout your shift. Make sure to clean the hair out of the drains.
 - Empty all trash and towel/smock bins as needed throughout the day.
 - Laundry must be done throughout the day. As laundry is done it should be folded and put away.
 - Load dish washer, wipe lipstick from glasses first, and run as needed.
 - Check mail – give to receptionist to sort and pass out. (WNE only).
 - Check out with receptionist 15 minutes prior to the end of your shift. Have them sign showing all items are complete.
- Daily Completed by: _____

Closing (to be complete at least 15 minutes before posted closing time).

- Straighten the back bar and wipe down the product bottles and the counter tops and cabinet doors
 - Straighten dryers.
 - Replenish any empty towel/toilet paper dispensers or almost-empty soap dispensers throughout the salon.
 - Wipe the sinks, chairs, and the sides of the sink. Make sure to clean the hair out of the drains.
 - Empty all trash and towel bins as needed.
 - Begin washing a final load of laundry and move any towels from washer to the dryer as needed..
 - Wipe down dryers, chairs and benches.
 - Empty smock bin and stock dressing room with capes. Windex mirror, sweep floor and mop.
 - Make sure stations are clean of mugs, glasses and magazines.
 - Clean bathrooms. Windex mirrors, wipe out sinks and wipe down counters, sweep floors.
 - Clean any spilled wax of the floors.
 - Clean coffee bar and restock all supplies for the next day. Be sure area around coffee bar is clean including the floor.
 - Turn off wax pot
 - Fill all shampoo and conditioners on the back bar
 - Sweep salon, break room and waiting area.
 - Load dishwasher, wipe lipstick from glasses first, and run if needed.
 - Clean sinks in the back room
 - Throw away any food or garbage left out in the back room
 - Take all trash out to the dumpsters
 - Mop behind the shampoo bar. (WPV)
 - Remove coffee and water from the front, rinse it out for the next day
 - Fill all ice trays, fill Brita filter, and prepare coffee for the next day
 - Check out with receptionist 15 minutes prior to the end of your shift. Have them sign showing all items are complete.
- Close Completed by: _____

Manager Assigned Tasks

- Assigned to: _____ / _____
- Assigned to: _____ / _____
- Assigned to: _____ / _____
- Assigned to: _____ / _____
- Assigned to: _____ / _____