

Manager Daily Checklist

_____/____20__

Manager Schedule ____ - ____

Daily

- Review receptionist message book to be sure all open issues are being addressed.
- Resolve any open client, stylist, or staff issues. Communicate the resolution with all involved.
- Inspect the salon including all stations for cleanliness and address any issues (cleaning fee if necessary).
- Follow up on ALL tasks you assigned from the previous day.
- Review receptionist & assistant checklists from previous day. Address all issues immediately.
- Make sure all displays are clean, neat, organized, priced, fronted, faced, and ready to be shopped.
- Assign tasks to staff (addressing cleanliness, inventory, etc.) Provide clear direction and set a deadline.
- Review time-sheets from previous day – check against schedule and address all issues.
- Review training progress for new staff
- Review all appointments scheduled by any receptionist(s) within their first 3 weeks after training.
- Review 84 report from previous day - address and correct all issues.
- Review all returns from the previous day – check the original ticket, stylist, and client info.
- Review inventory from the previous day; e-mail ALL discrepancies to Joy..
- Review all new products with receptionists (how it’s sold, any important info about it).
- Complete all tasks assigned by Joy and report back as needed.
- Assign tasks to closing staff – provide clear direction and set a deadline.
- At the end of your shift review the salon / retail completely. Assign tasks to address any issues.
- Report all appointment book errors to Joy without exception.

Checklist completed (signature): _____

Notes: _____

Tasks Assigned to Others

- Task: _____ Assigned to: _____
- Task: _____ Assigned to: _____
- Task: _____ Assigned to: _____
- Task: _____ Assigned to: _____
- Task: _____ Assigned to: _____
- Task: _____ Assigned to: _____
- Task: _____ Assigned to: _____

Tasks Assigned by Joy

- Task: _____ Assigned to: _____
- Task: _____ Assigned to: _____
- Task: _____ Assigned to: _____
- Task: _____ Assigned to: _____