
SELLING FLOOR DUTIES CHECKLIST

FOR SALES ASSOCIATES

- ☐ Turn all labels to face the same direction
- ☐ Pull merchandise forward on shelves in a straight line
- ☐ Dust the tops of the products first, then the shelf
- ☐ Straighten crooked merchandise
- ☐ Make sure the space between products is even
- ☐ Check inventory daily for filling in and/or reordering
- ☐ Endcaps should be attractive, full and clean
- ☐ Ensure the correct item/price sign is aligned above or below the product
- ☐ Keep the area on/behind/around the checkout area clean and neat
- ☐ Remove broken or beat-up signage

FOR A MAINTENANCE WORKER

- ☐ Clean bathrooms daily
- ☐ Vacuum/sweep the floors daily
- ☐ Wash the floors once a week
- ☐ Dust hot tubs, steps and props weekly or as needed
- ☐ Dust any artificial plants at least once a month
- ☐ Make sure all the light bulbs are working
- ☐ Clean the walk-off mats as needed
- ☐ Clean the windows