

Retail Store Staff Closing Duties Checklist

Cash Register

- ☐ Count cash drawer and record totals
- ☐ Secure cash and receipts in safe
- ☐ Turn off and lock register

Sales Floor

- ☐ Straighten shelves and displays
- ☐ Restock merchandise
- ☐ Pick up debris or misplaced items
- ☐ Turn off display monitors/equipment

Cleaning

- ☐ Sweep/vacuum floors
- ☐ Wipe counters and surfaces
- ☐ Empty all trash bins

Store Security

- ☐ Lock all doors and windows
- ☐ Set alarm system

Notes