

# ATELIER HAIR

## DAILY TASK LIST

The list below are the tasks that need to be completed each day/week. The list is broken up into morning tasks, tasks that need to be checked and done throughout the day and afternoon/closing tasks as well as weekly tasks.

The apprentice should always check these tasks primarily however these tasks can be completed by all staff that are available during the day. If there is quiet time, these tasks should be completed where appropriate.

TASKS		WHEN	COMPLETED (Initial)
DATE:	/ /2022	Signed Off by:	
Check answering machine and take down messages / call clients etc		Open	
Check booking responses on Kitomba / adjust Kitomba		Open	
Review wait list if there are spaces available for the current day and following days		Open	
Complete any washing and drying that has been left		Open	
Fold clean towels and capes		Open	
Set up stations with capes and towels for first clients		Open	
Check that basins are clean and ready for use		Open	
Check shampoo bar is clean and tidy and stocked		Open	
Check coffee and tea supplies are fully stocked and ready		Open	
Unlock toilets and check to ensure they are cleaned and stocked with toilet paper etc.		Open	
<b>END OF DAY</b>			
Clean dry washing folded and put away		End	
Basins cleaned and wiped over inside/outside (plugs cleaned of hair)		End	
Bins emptied – staff room, basin and front desk		End	
Washing up done, wiped up and put away		End	
Staff room floor swept		End	
Salon floor swept		End	
Front desk cleaned up / items put away		End	
Retail stock filled up and faced		End	
Turn on answering machine at close of business		End	
Confirmation of next day bookings – check messages / phone clients		End	
<b>Note any issues in blue diary (incidents, stock required or staff communication issues)</b>		<b>End</b>	
<b>Weekly Tasks</b>			
<i>these tasks can be done staggered across the week but should be done once per week</i>			
Cobweb Front of shop light awnings inside shop etc		Weekly	
Dusk aircon vents etc		Weekly	
Retail cabinets full dust and clean		Weekly	
Mirrors and glass cleaned (workstations, mirrors, shop door and window)		Weekly	
Chairs whipped over (leather seat & metal base)		Weekly	
Stock levels – check Muk, Label.m, tea, coffee, toilet paper and other items and make a list of order requirements		Weekly	
Vacuum/ mop <b>Saturday</b> before leaving – end of the week task		Saturday	

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SHIFT REPORT / ISSUES / COMMENTS	
NOTES	WHO