




















Globe HTH– End of Day Checklist

Last updated 24.11.17

Task Name	Initial when task completed						
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
 CHECK DAILY JOB CARD <ul style="list-style-type: none"> • Clean counters • Action emails / reply as requested • Action customer orders • Action parked transactions • Return phone to base • Complete timesheet • Action notebook items 	ALL STAFF						
 TROLLEYS - leave in portico area							
 GLASS DOOR – close and lock after 5.30 (2.00pm on weekends)							
 SECURITY - close roller door, secure chain on hook. Lock door behind seeds, turn off lights (x3 switches) close window							
 PEDESTRIAN GATE – lock using purple key tag when closing up.							
 CATALOGUES - put into bags and put neatly under counter - 5.30pm shift							
 SOH GLASSES - count all glasses and enter count for each day.							
 SCANNERS - ensure all scanners are sitting properly in their bases or they will not work.							
 CASH HANDLING Count till, Print EFTPOS report – RETAIL 01, 02, 03, 04 Tick cheques off on Z total and placed on top of \$50 notes. Carry cash drawers to office via back aisle.							
 PAINT CENTRE – clear counter , shutdown laptop, turn fridge & TV off, clear space of customer doco.							
 CUSTOMER DOCO - check the R1, R3 & R4 printers & counters are clear. Sort order tray at take to office.							
 RETAIL COUNTER - restock gift & loyalty cards , shutdown PC, clear clutter, clear printer.							
 RETAIL 3 – restock gift & loyalty cards , shutdown PC, clear counter , clear printer.							
 RETAIL 4 – restock gift & loyalty cards , shutdown PC, turn off TV, key machine, floor lights, bring racks inside, clear counter							
 KITCHEN DISPLAY – shutdown Design PC, turn off lights, clear counter , clear printer							
 TRADE CENTRE <ul style="list-style-type: none"> • Count Trade 01 till, print EFTPOS report • Shutdown Trade 01 & Trade 02 • Close roller door • Clear counters 							
 BREAK ROOM – turn off air con lights, shut window.							
 GOODS REC – turn off air con, turn off Team Leader PC & Goods Receiving PC, palm & ipod on charge							
 LIGHTS – turn off in power room, double check (including Trade Centre lights) plus outside lighting.							