

Assistant Weekly Checklist

Week Starting Tuesday _____ / _____ 2016

Tuesday Opening Assistant: _____

Closing Assistant: _____

- Deep clean the waiting area.
Completed by: _____
- Wipe down all tables and chairs.
Completed by: _____
- Deep Clean shampoo chairs and dryer chairs.
Completed by: _____
- Wipe chairs with polish.
Completed by: _____
- Clean all walls with Magic Eraser.
Completed by: _____
- Wipe dryers inside and out.
Completed by: _____
- Throw away all old magazines, keeping only current issues.
Completed by: _____
- Wipe down all stylist chairs and silver trays.
Completed by: _____
- (pm) Clean coffee bar, rinse water and coffee dispenser with vinegar and dry completely.
Completed by: _____

Wednesday Opening Assistant: _____

Closing Assistant: _____

- Complete back bar inventory, organize all bar back and merge all together.
Completed by: _____
- Complete supplies list. Give to manager for review.
Completed by: _____
- Thoroughly clean backbar (sinks, chairs and cabinets, and countertops).
Completed by: _____
- Remove and clean neck rest.
Completed by: _____

Thursday Opening Assistant: _____

Closing Assistant: _____

- Clean wax pot with acetone, replace rim.
Completed by: _____
- Dust all doors and Windex all mirrors including the station mirrors.
Completed by: _____
- Wipe down all stylist chair and silver trays.
Completed by: _____

Friday Opening Assistant: _____

Closing Assistant: _____

- Wipe down microwave inside and out.
Completed by: _____
- Deep clean coffee maker inside and out.
Completed by: _____
- Wipe down counter tops in break room and stylist sink area.
Completed by: _____

Saturday Opening Assistant: _____

Closing Assistant: _____

- Clean out the fridge and toss all open/bad food and wipe down shelves.
Completed by: _____
- Make sure that there is not residue left in the fridge.
Completed by: _____
- Use the duster to dust the top of the shelving throughout the salon (WPV only).
Completed by: _____

Manager Assigned Tasks

- Assigned to: _____ / _____
- Assigned to: _____ / _____
- Assigned to: _____ / _____
- Assigned to: _____ / _____
- Assigned to: _____ / _____