

EMPLOYEE DUTIES

OPENING DUTIES

- Count the register
- Turn on the TV
- Set out Signage
- Open the Windows
- Stock the Literature
- Walk the flow and stock any missing skewes
- Dust the floor as needed.
- Complete Cycle County and Place it in the folder for review

THROUGHOUT THE DAY

- Keep an eye on the bathrooms during slower periods of the day.
- Keep inventory straightened throughout the day
- Keep literature stocked throughout the day
- Check for missing pricing throughout the day
- Keep the popcorn station cleaned throughout the day
- Disinfect the front counter and register every couple of hours
- Change Garbage as needed
- Stock the restrooms as needed
- Occasionally run a dust mop

On overlap days, opening staff should do a mid-day clean of the restrooms:

- Wipe down sinks and counters
- Clean and sanitize toilets and urinal
- Check and Fill Soap and Toilet Paper
- Run a dust mop

CLOSING

- Mop the Floors
- Wipe down sinks and counters
- Clean mirrors
- Clean and Sanitize Toilets and Urinals
- Disinfect door handles and stall handles
- Check and fill soap and Toilet Paper
- Change Receptacles in women's restrooms
- Change trash when it is needed (3/4 full at least)