



etail Store Opening, Restock & Closing Checklist

Open tidy, keep shelves full, close reconciled.

Every day

- ☐ Opening: unlock, disarm the alarm, set the till float and test the card reader
- ☐ Opening: walk the floor — tidy displays, face up shelves, spot gaps
- ☐ Restock fast-movers and check shelf-edge labels and prices
- ☐ Check chiller and freezer temperatures and log them
- ☐ Clean the entrance, floors, counters and customer toilets
- ☐ Closing: cash up, reconcile the till, secure stock, arm the alarm and lock up

Audit-ready record

Date · Task · Temp/till · Completed by · Time · Photo on file

Weekly

- ☐ Full stock rotation — pull short-dated and expired items
- ☐ Deep-clean chillers, shelving and the back of house
- ☐ Reconcile deliveries against invoices and update stock counts
- ☐ Check and reorder low stock and packaging
- ☐ Test the alarm, CCTV and emergency exits

Monthly

- ☐ Full inventory / stock-take and shrinkage review
- ☐ Audit pricing and promotion accuracy
- ☐ Service or descale equipment (chillers, scales, coffee)
- ☐ Review the cleaning and temperature logs for gaps