

# Daily Salon Duties

## Opener:

- Turn on lights, music, fireplace & hue lights
- Check/put away laundry
- Check bathrooms- refill toiletries, soap, etc as necessary
- Check dishwasher/put away dishes, bowls, brushes
- Wipe down counters & surfaces
- Count register & enter starting balance into Vagaro
- Unlock front door

## During Shift:

- Check laundry/ put away laundry
- Wipe down counters & surfaces
- Check shampoo area, color bar, lounge, front desk area, processing stations, bathrooms & break room- clean, organize, refill supplies as necessary
- Check coffee bar & beverage fridge- refill as necessary
- Sanitize & organize your station between clients

## End of Shift:

- Sanitize, organize & turn off your station
- Check/put away laundry
- Wipe down counters & surfaces
- Check shampoo area, color bar, lounge, front desk area, processing stations, bathrooms & break room- clean & organize as necessary, pull products forward on shelves, refill beverages & supplies as necessary, make note of low supplies, empty iVacs
- Check garbages & take to dumpster as necessary
- Sweep/Swiffer floors
- Check with team/closer to see if they need anything else
- Lock the door & help with register if the last client is already in

## Closer:

- Sanitize, organize & turn off your station
- Check/put away laundry
- Double check counters, surfaces & floor to be sure they're clean
- Double check that the front door is locked
- Put electronics on chargers
- Close the register (double check the count if someone already did it), write the closing balance & deposit, if any, in the notebook, lock up the register cash & deposit bag in the safe
- Lock the front computer
- Turn off lights, music & fireplace
- ARM SALON