

Store Operations / Checklist		
Checkpoint	Status (✓/X)	Notes
Store opened on time according to operating schedule		
Store closing procedures are followed correctly		
Staff attendance is complete and sufficient for operations		
Staff are assigned to correct roles and departments		
Staff follow store procedures and operational standards		
Daily operational checklist is completed		
Store cleanliness tasks are performed regularly		
Replenishment and shelf refill tasks are performed on time		
Inventory checks are conducted as scheduled		
Cash register / POS systems are working properly		
No system or technical issues affecting operations		
Pricing and promotion updates are implemented on time		
Delivery and receiving process is handled correctly		
Incoming stock is checked, counted, and recorded properly		
Backroom / storage area is organized and accessible		
Health and safety procedures are followed		
Emergency procedures are known by staff		

Security measures are active (CCTV, alarms, etc.)		
No safety hazards in operational areas		
Customer service standards are followed by staff		
Staff respond to customer needs quickly and professionally		
Queue / waiting time at checkout is managed effectively		
Returns and exchange process is handled correctly		
Store communication and shift handover are clear		
Operational issues are reported and tracked		
Store follows company policies and compliance rules		
Overall store operations run smoothly and efficiently		

