

CSR Daily Checklist

Morning / Opening Procedures

- Open Register (drawer count)
- Check Bathrooms (paper products) Clean?
- Turn on open sign
- Put out product at store front
- Check messages (e-mail & voice mail) voice mail comes through via e-mail
- Put out rental display Kayaks and SUP's

Daily Duties

- Keep work area clean
- Constantly check email for messages
- Constantly check reservation system for online reservations
- Promote the company by engaging walk-up customers in conversation and attempt to gain their business.
- Stay busy and productive during downtime by keeping work area clean
- Check any stock level through out the day on products running low in the store. Report needs to your supervisor. (i.e. drinks, ice etc..)

Closing Procedures

- Empty trash cans so they are ready for the morning
- Bring in all product and rental displays from store front
- Cash drawer count (drop cash to Deborah at the dealership)
 - Blue ridge store drop at United Community Bank in Blue Ridge
- Lock gates and building
- Set alarm on the way out