

Salon Afternoon Operations Checklist(2-3 PM)

Hospitality

BANKING & FINANCE

Has the deposit slip been uploaded on the Finance Tab after banking?

Yes

No

Is the cash register maintained as per SOP?

Yes

No

MANAGER BRIEFING & COMMUNICATION

Was the 1:00 PM team briefing conducted? (Review MTD performance, daily targets, contests, offers, and key updates)

Yes

No

Was special recognition given for previous day's performance?

Yes

No

Are there any pending client complaints or HO follow-ups (invoices, reconciliation, inventory deviations) to be resolved?

Yes

No

Are all marketing collaterals (including TV sliders) updated and relevant?

Yes

No

TEAM GROOMING & READINESS

Has the 2nd shift team completed self-grooming and punch-in?

Yes

No