

Manager on Duty Task List

Name _____ Date _____

Before the shift begins:

1. Conduct the Admin Pre-Shift with each customer service staff person when they arrive

Name: _____ Time: _____	Name: _____ Time: _____	Name: _____ Time: _____
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Time	Facility Walk-Through	Check in with each instructor	Observe each instructor in training	Check in with the Admin staff	Check in with the Floor Manager	Oversee Chemical Check	Cleaning Checklist are complete

1. Find out if there are instructors training during the shift. If so, list the teachers and training times:

Name: _____ Time: _____	Name: _____ Time: _____	Name: _____ Time: _____
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