Daily CSR Checklist

Daily CSR Checklist	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Opening (First Tasks)							
Open Doors and Set up Canopy							
Set up Laptops							
Put on Headsets							
Get CSR Radios Ready							
Review New Posts on Teams							
Morning (Opening-12:00pm)							
Print Morning Lesson's Rosters							
Check Voicemails on Phone Line							
Check Emails on Outlook							
Check and Handle DMs on Slack							
Check Messages on Slack Admin							
Check and Call VMs on Slack							
Check and Email Tickets on Slack							
Clean and upkeep Locker Rooms							
Mark in Absent Students (after all morning lessons)							
Afternoon (12:00pm-4:00pm)							
Set up Signage for Rec swim							
Check Voicemails on Phone Line							
Check Emails on Outlook							
Check and Handle DMs on Slack							
Check Messages on Slack Admin							
Check and Call VMs on Slack							
Check and Email Tickets on Slack							
Clean and upkeep Locker Rooms							
Evening (4:00pm-Closing)							
Print Evening Lesson's Rosters							
Check Voicemails on Phone Line							
Check Emails on Outlook							
Check and Handle DMs on Slack							
Check Messages on Slack Admin							

Task							
Check and Call VMs on Slack							
Check and Email Tickets on Slack							
Clean and upkeep Locker Rooms							
Mark in Absent Students (after all evening lessons)							
Daily Tasks (Once a Day)							
Pull Waitlist Report for class openings							
Check and Transfer yesterday's Level Changes on Slack							
Check and Process Drop Requests from Slack							
Send Policy Reminder Emails							
Vaccum Carpets							
Take out Trash							
Closing (Last Tasks)							
Clean up Finder							
Close down and organize the FD							
Put away and charge Headsets							
Put away and charge Radios							
Count Cash							
Total							
Run Report and Deposit Today's Sales in safe							
Total							
Cash Remaining in Cash Drawer							
Total							
Lock up all drawers and cabinets							
Return CSR keys and Review the day w/ Manager							