



Garden Center Checklist

Week of: ___ / ___ / ___

Task to Be Completed	Occurance	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Unload racks, fill displays	After Delivery							
Move empty racks to designated area	After Delivery							
Check plants for watering needs (Ideal time is morning)	AM / PM							
Keep ground swept and clear	AM / PM							
Make sure parking lot and greenhouse are free of debris.	AM / PM							
Look at customer request notebook and follow through	Daily							
Remove unsellable product	Daily							
Assess the garden center	Daily							
Check signage (Display sign with next delivery)	Daily							
Deadhead product and consolidate displays	Daily							
Place empty trays & containers on recycle rack	Daily							
Straighten, consolidate & rotate stock.	Daily							
Create fresh and attractive displays to generate foot traffic	Weekly							
Plan how you will incorporate new product	Weekly							
Take inventory and write next order	Weekly							

Initial Task When Completed and Include Time

- ALWAYS MAKE SURE AISLES ARE CLEAR AND READY TO BE SHOPPED
- ALWAYS GREET THE CUSTOMERS!
- ALWAYS BE FRIENDLY!
- TAKE NOTE OF LOW INVENTORIES AND CUSTOMER REQUESTS