

OPENCLASSROOMS

Category	Tasks to be completed
Cleaning and hygiene	Vacuum and mop every morning before opening.
	Dust the shelves, booths and display cases.
	Clean shop windows, mirrors and other glass surfaces to prevent traces.
	Empty the bins and ensure the cleanliness of common areas.
	Clean floors and surfaces throughout the day when the flow allows.
	Immediately pick up any dropped or damaged products.
Restocking and organization of rays	Restock the shelves in the morning before opening, and throughout the day as the flow allows.
	Prioritize popular products and ensure they are accessible and available.
	Reorganize the items to keep them visually appealing and tidy.
	Monitor stock levels continuously to identify products that are almost sold out on the sales floor and retrieve them from the stockroom.
	Remove damaged or stained products from the sales area.
Verification of stocks and inventory	Regularly check stock levels and trigger restocking if necessary.
	Conduct regular inventory checks to ensure that all sizes and references are available.
	Report any anomalies to the person in charge.
Fitting room cleaning	Regularly collect and store items left behind in the cabins.
	Check that the cabins are clean, well lit and welcoming.

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Display cases and stands	Redesign the shop windows so that they are always attractive, according to promotions and new products.
	Ensure that the mannequins and products on display are impeccable.
Management of promotions and signage	Update the displays for sales, promotions or events.
	Print and insert any missing, lost or damaged records.
	Check the legibility and conformity of the price labels.
Checkout area maintenance	Keep the crate clean and tidy.
	Highlight promotional items near the checkout to encourage additional sales.
Safety and accessibility	Ensure that the walkways are clear and accessible.
	Ensure that no obstacles in the aisles present a risk of falling or slipping for customers.
	Do not leave your work equipment in the sales area.
	Ensure that high-value items are equipped with anti-theft devices.
Optimizing the shelves	Observe customer behavior to adjust the layout if a product is difficult to find.
	If several customers request a product, make it more visible.
	Suggest adjustments to your manager based on the observations.