STORE OPENING AND DAILY WORK

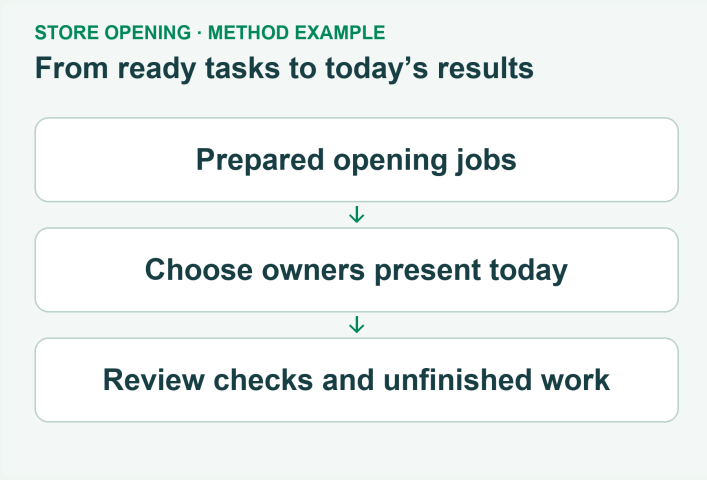
Assign today’s opening work from a prepared task list

Keep recurring opening work ready, assign the jobs to today’s team and resolve a staffing exception with clear ownership.

Prepare the work > Choose today’s owners > Check the opening



Illustration · Store-opening method



Prepare the opening jobs, choose the people present today and review what remains.

Give the opening team a clear method and a useful handoff.



Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon KEYSIGHT TECHNOLOGIES AMERICAN EAGLE Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

A clear contribution to the morning opening

O*NET 31.0 includes assigning employees to duties in the retail supervisor role. The opening jobs and named responsibilities here are illustrative.

Your role	The contribution	SkillSmith support
Operations lead	Prepare the recurring opening method.	Keep the tasks, instructions, supporting material and expected responses ready.
Store manager	Choose today's jobs and owners.	Check the actual team, assign ready tasks and resolve the absent-opener exception.
Floor colleague	Check the entrance and display.	Use the selected task instructions and report the result or remaining issue.
Cashier	Prepare the registers.	Complete the assigned preparation using the store's own instructions.

An absent opener changes the assignment

When the expected floor opener calls out, the manager assigns the entrance and display check to an available floor colleague, keeps the cashier on register preparation and checks that both jobs have an owner.

The task list stays ready. Today's owners can change.

01 Prepare the jobs	02 Select today's work	03 Handle the absence	04 Check the opening
Does each task say what to do and what response is needed?	Who will own this opening job today?	Which job changes owner, and which jobs stay where they are?	What is finished, and who handles what remains?

O*NET describes assigning employees to specific duties as part of retail supervisors' work. Your store's opening list gives that responsibility its daily context.

Retail supervisor role context

CONNECTED WORK / PREPARED PLAYBOOKS

From a prepared method to today’s opening

Set up recurring work with its instructions and responses. Each morning, your manager selects the ready tasks, checks the actual team and follows the individual results.

01 Prepare the jobs

Prepare an opening playbook with separate tasks for the entrance and display check, register preparation and opening brief. Attach the relevant instructions and choose the groups whose managers will use it.

Does each task say what to do and what response is needed?

02 Select today’s work

From My Team, choose the prepared playbook and the task needed this morning. Select the person, keep or adjust the deadline and add useful local detail. Assign the selected task when the work is ready.

Who will own this opening job today?

03 Handle the absence

The expected floor opener is absent. The manager assigns the entrance and display check to an available floor colleague and leaves register preparation with the cashier. The opening brief can go to the present team together, with a separate response for each person.

Which job changes owner, and which jobs stay where they are?

04 Check the opening

Each person records the requested result. The manager reviews the work in Pulse and follows up on an unfinished check. If a display needs attention, name the next action and owner so that the issue stays clear through the opening handoff.

What is finished, and who handles what remains?

Prepared work for the opening team

Prepare a custom opening playbook using the work modes that fit your jobs. Managers select its ready tasks when the work is needed.

Store opening - Keep the store’s recurring opening jobs ready for manager selection.

Individual task - Give a specific opening job to the colleague responsible for it.

Collect a response from each person - Keep each person’s response visible when the same brief applies to the opening team.

YOUR SYSTEMS / INTELLIGENT ASSISTANCE

Keep the method, people and daily work together

Your prepared playbook provides the task instructions. Group availability helps managers choose a starting point, while each assignment carries today's owner and useful detail into the work.

SkillSmith · Work context at the point of contribution



Native assignment detail: choose a person, assign independently to several people, or open deadline and supporting details.

Prepared playbook The opening method is published to its groups.	Managers select ready tasks from the available work.
Assignment The manager selects today's task and recipient.	Create the individual work with its deadline and supporting details.
Pulse The team records task responses.	Review the returns and choose a follow-up for an unfinished job.

Help with follow-up and changes

Evidence Collector

Which tasks are overdue?

Review accessible overdue-task records, then choose the follow-up for unfinished opening work.

YOUR DELIVERY PLAN / OUR TEAM

Start with one store’s morning opening

Bring your existing opening list. We’ll help turn the recurring work into useful prepared tasks and walk through a normal morning and a staffing change.

01 Choose the opening jobs

Review the entrance, register, display and briefing work your store already uses. Name the instructions and responses each job needs.

A compact opening method with separate, useful tasks.

02 Prepare the group and assignments

Make the playbook available to the store group. Walk through selecting a task, recipient, deadline and any local detail.

Prepared work that the manager can select for the actual team.

03 Try an opening and an exception

Follow one morning’s assignments and responses. Include an absent opener, then agree which instructions or handoffs need refinement.

A reviewed first use and a clear improvement for the next opening.

We are here to help



Rohit Singh

VP of Strategic Partnerships



Brent Jackson

Director of Customer Success

Bring us the work your team wants to improve. We’ll walk through your instructions, responsibilities and review criteria, then show how our platform can support that work.

WHY SKILLSMITH / YOUR NEXT STEP

Build on your store’s existing opening list

We help you prepare the work your store already knows, choose useful responses and try the assignment flow with your manager. The first opening gives your team a practical basis for refining the method.

Instructions are recreated each morning

Reuse the prepared jobs instead of reconstructing the opening instructions.

An absence leaves an opening job unclear

Assign the uncovered job while preserving the team’s other responsibilities.

Opening responses are scattered

Review each response and choose the follow-up that today’s opening needs.

A question teams often ask

What becomes available when we publish?

The prepared playbook becomes available to its selected groups. A manager can then choose a ready task and assign it to the person who will do the work. That daily choice sets the actual task recipient.

Let’s walk through your next store opening

Bring your opening list and a real staffing exception. We’ll show how prepared tasks become today’s assignments and individual results.

- Your current opening list and supporting instructions
- Today’s tasks and actual opening team
- An absent opener and the uncovered job
- Individual responses and the manager’s opening handoff

Request a demo

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