

Take Inventory

Primary Responsibility

Assistant Lead Trainer

Objective

Take weekly inventory for all 3 offices.

Outcomes

Supplies are available to techs when they need them and where they need them. Inventory is clean and organized (beautiful). Avoid last minute running around buying and replacing missing items.

Instructions

On Mondays

1. Put Away New Inventory
2. Clean Supply Area
3. Put together 2 Cleaning Kits, use [The Daily Supply Checklist](#)
4. Put together supplies for Poway and Carlsbad (using last week's inventory sheet as a reference)
5. Take inventory using The [La Mesa Inventory Form](#)
6. If Needed drop off any laundry & La Mesa Wash and Go. Get cash from finance & HR Admin to pay for laundry

Lead
Trainer
Assistant

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At Poway and Carlsbad and Poway Collect Payments and send pictures. Send pictures of the keys in the box to the Finance and HR Admin so they can complete the Key Audit

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| DAY | TASK |
|-------------------------------|--|
| 1st and 2nd Monday of Month | <ul style="list-style-type: none">• Put Away New Inventory• Clean Supply Area• Put together 2 Cleaning Kits (use the daily Supply Checklist as your reference)• Put together supplies for poway and Carlsbad (using last week's inventory sheet as a reference)• Take inventory using Google Forms at La Mesa• If Needed drop off any laundry & La Mesa Wash and Go |
| 2nd and 3rd Thursday of Month | <ul style="list-style-type: none">• Put away Supplies at La Mesa• Take Inventory Using Google Forms• Clean Up Supply Area• Repeat these steps at Carlsbad and Poway• Pick up any payments• Drop off Broken Vacuums and pick up repaired vacuums at Poway Sew and Vac (return to La Mesa office next time you go) |

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