

THE BLUE DRAGONFLY WEEKLY EMPLOYEE TIMESHEET

EMPLOYEE NAME: _____

WEEK ENDING _____

	START TIME	END TIME	TOTAL HOURS	JOB COACH INITIALS & COMMENTS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

TASK CATEGORIES

1. OPENING TASKS/DATABASE REMOVAL/IDENTIFY/ALPHA/RECYCLING
2. DISPLAY, DECK AREA, AND REGISTER AREA CLEANING/FRONT OF SHOP CLEANING-WINDOWS/VACUUM/WAXING
3. INVENTORY/DISPLAY STOCKING
4. WAXER CREATON/MAINTENANCE/COMPUTER TASKS
5. PRICING & PRODUCT PLAN
6. CASHIER/TREASURER/CUSTOMER SERVICE
7. SUPPLIES INVENTORY/REORDERING/INTER-SERVICE MAIL
8. BACK SHOP CLEANING CREW
9. PROJECTS WITH STATE APPROVAL/REPAIRS/ITEMS ONLY
10. OTHER (PRE-APPROVED & CHECKED IN)

INDIVIDUALS APPROVED FOR PAID TASKS

LR, TZ, RJ, BL, Joz, Jaz, MD, ME, MB, GS