# **Retail Store Standard Operating Procedure**

[company logo]

SLN Corp.

[8130 Hennan Weisz Street, Wake Forest, NC 22003 admin@slncorp.com | 222 555 7777]

Prepared By : Justin Watson
Department : Front Office
Effective Date : April 09, 2050
Approved By : Dorothy Amway

#### Purpose

To ensure that all employees will comply with all the opening and closing procedures for the smooth operations of the retail store.

#### Scope

This procedure shall involve all of the employees in the retail store.

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#### Definition

Retail Store: it is a place of business wherein it is owned and operated by a retailer or manufacturer. This involves selling goods and services directly to customers.

Store Operations: it is the set of activities and functions that are carried out for the purmaintaining a retail store.

#### Responsibility

#### Retail Supervisor

Responsible for overseeing store operations and delegating tasks to the retail staff, also in charge of assisting customers and resolving conflicts in the daily operations.

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