



Retail Store Standard Operating Procedure

[company logo]

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Department : Front Office
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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.

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 purpose of maintaining a retail store.

Responsibility

Retail Supervisor

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

Retail Store Opening Manual

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Retail Store Opening Manual:

The Everything Guide to Starting and Running a Retail Store Dan Ramsey, Judy Ramsey, 2010-04-18 What are my start up costs How much will my store make Should I sell online How can I compete with larger stores If you ve ever considered owning a store but don t know where to start The Everything Guide to Starting and Running a Retail Store is perfect for you This resource will help you recognize the importance of an independent retail store in community life and the opportunities it offers for a rewarding lifestyle This comprehensive guide shows you how to Spot and capitalize on small retailer trends Conduct your own market analysis Research and select the most appropriate retailing software Run your business day to day Attract customers with effective advertising Make the leap to online selling This helpful handbook offers practical advice on retail store planning and management with valuable guidelines and real world examples that can make the difference between your store s success and failure This guide provides all the tools you need to run a store that your customers and you will enjoy for many years to come *Industry and Product Classification Manual* United States. SIC Coding Task Group, 1982 1992 Industry and Product Classification Manual United States. Bureau of the Census, 1992 **1987 Industry and Product Classification Manual (1972/77 SIC Basis).** , 1987 *Industry and Product Classification Manual* , 1982 **1982 Industry and Product Classification Manual** , 1982 **Retail Merchandising and Promotion** Aaron Hamilton Chute, 1966 **Moody's Industrial Manual** , 1928 **Manuals and handbooks. 20 vols.** International correspondence schools, 1910 **Business Service Bulletin** , 1955 **Retail Advertising and Selling** S. Roland Hall, 1924 **Franchise Opportunities Handbook** , 1994 This is a directory of companies that grant franchises with detailed information for each listed franchise **Franchise Opportunities Handbook** United States. Domestic and International Business Administration, 1985 This is a directory of companies that grant franchises with detailed information for each listed franchise **Franchise Opportunities Handbook** United States. International Trade Administration, 1988 The Open Shelf , 1919 **Manual of Liability Insurance, Containing the Rules, Instructions, Rates and Classifications Adopted by the Conference of Liability Companies, and Amended to January 1, 1905, Together with Standard Policies for All Forms of Liability Insurance, Also, Employers' Liability Policies of Individual Companies** , 1907 *Bulletin of the Public Affairs Information Service* Public Affairs Information Service, 1925 The Manuals of Business Management , 1927 Public Affairs Information Service Bulletin , 1921 Western Confectioner , 1929

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