

# Retail Store Standard Operating Procedure

[company logo]

**SLN Corp.**

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**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.

## 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. Also in charge of assisting customers and resolving conflicts in the daily operations.

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# Policy And Procedure Manual For Shopping Center

**G Thomas**



## **Policy And Procedure Manual For Shopping Center:**

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Department Stores a major division of Carter Hawley Hale Stores Inc founder of the IAPSC and author of numerous security industry books and John Christman CPP former VP and Director of Security for Macy's West They have put in one book a wealth of information techniques procedures and source material relative to retail crime and loss prevention which will prove an invaluable reference work for professionals at all levels within the industry Tables current industry figures and statistics fully articulate the impact of loss prevention and theft in the retail setting Case examples from the authors own experience illustrate real world problems and connect theory to practice The most complete book available on retail security

*Managing the Shopping Center*, 1983      Project Development Procedures Manual California. Department of Transportation. Office of Project Planning & Design, California. Department of Transportation, 1995      **Interstate 880/92 Interchange Project, Hayward, Alameda County**, 2004      *Commercial-investment Real Estate: Policies and procedures*

Lee Edward Arnold, 1983      **Real Estate Today**, 1979      Decisions and Orders of the National Labor Relations Board

United States. National Labor Relations Board, 1991      Resources in Education, 1994      *Franchise Opportunities*

*Handbook*, 1991 This is a directory of companies that grant franchises with detailed information for each listed franchise

Effective Security Management Charles A. Sennewald, 2011-03-28 Effective Security Management 5e teaches practicing security professionals how to build their careers by mastering the fundamentals of good management Charles Sennewald brings a time tested blend of common sense wisdom and humor to this bestselling introduction to workplace dynamics Working with a team of sterling contributors endowed with cutting edge technological expertise the book presents the most accurately balanced picture of a security manager's duties Its Jackass Management cartoons also wittily illustrate the array of pitfalls a new manager must learn to avoid in order to lead effectively In short this timely revision of a classic text retains all the strengths that have helped the book endure over the decades and adds the latest resources to support professional development Includes a new chapter on the use of statistics as a security management tool Contains complete updates to every chapter while retaining the outstanding organization of the previous editions Recommended reading for The American Society for Industrial Security's ASIS Certified Protection Professional CPP exam      **Catalog of Copyright Entries. Third Series**

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