

Retail Store Standard Operating Procedure

[company logo]

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

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A HANDBOOK OF RETAIL MANAGEMENT: PRINCIPLES & PRACTICES Dr.Dipa Mitra, **Franchise Opportunities Handbook** United States. Domestic and International Business Administration,1983 *Franchise Opportunities Handbook* United States. International Trade Administration,United States. Department of Commerce,1988 *Franchise Opportunities Handbook* ,1983 This is a directory of companies that grant franchises with detailed information for each listed franchise

Instructions for the Government of Inspectors-in-charge of Stores, Paymasters, and Assistant Paymasters United States. War Department,1865 *Marketing Information Guide* ,1961 Employee Earnings in Retail Trade in October 1956 United States. Bureau of Labor Statistics,1957 *Monthly Retail Trade, Sales and Accounts Receivable* United States. Bureau of the Census,1954 **Reproducible Copies of Federal Tax Forms and Instructions** United States. Internal Revenue Service,2006 **Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board,1964 Monthly Retail Trade Report United States. Bureau of the Census,1955-04 *Code of Federal Regulations* United States. Internal Revenue Service,2004 Special edition of the Federal register containing a codification of documents of general applicability and future effect as of April 1 with ancillaries **X86 Assembly Language and C Fundamentals** Joseph Cavanagh,2013-01-22 The predominant language used in embedded microprocessors assembly language lets you write programs that are typically faster and more compact than programs written in a high level language and provide greater control over the program applications Focusing on the languages used in X86 microprocessors X86 Assembly Language and C Fundamentals expl **1990 Instructions for Form 5500-C/R** United States. Internal Revenue Service,1990 **How to Start and Run a Used Bookstore** Stephanie Chandler,2006-02 If you have ever considered opening a used bookstore here is your chance to learn from someone who knows first hand what it takes Author Stephanie Chandler is the owner of Book Lovers Bookstore in Sacramento CA Features in this workbook include Worksheets Budget planning evaluating competition forecasting and more Business Basics What you need to get started Inventory Twelve sources for acquiring used books Suppliers Library supplies printed goods retail supplies and more Shop Setup Store layout book categories bookseller software and tools Operations Procedures Trade policies overstock and a sample operations manual Marketing Low cost and no cost tactics for maximizing exposure Website Steps for setting up a website and selling books online Resources Dozens of useful website links Business Plan Sample business plan actual plan used for Book Lovers Bookstore **Code of Federal Regulations** ,2004 **Current Business Reports** ,1978 Establishing and Operating an Apparel Store... Zelma Bendure,1946 Instructions for Form 5713 United States. Internal Revenue Service,1991 *Meat Market Operations Commissary Stores* ,1972

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