

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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Sample Operating Manual For Retail Shop

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A HANDBOOK OF RETAIL MANAGEMENT: PRINCIPLES & PRACTICES Dr.Dipa Mitra, **Franchise Opportunities Handbook** ,1986 This is a directory of companies that grant franchises with detailed information for each listed franchise **Uniform System of Accounts and General Instructions for State Departments and Institutions** Washington (State). Bureau of Inspection and Supervision of Public Offices,1920 **Franchise Opportunities Handbook** United States. International Trade Administration,1988 **Meat Market Operations Commissary Stores** ,1972 **Catalog of Copyright Entries. Third Series** Library of Congress. Copyright Office,1964 Includes Part 1 Number 2 Books and Pamphlets Including Serials and Contributions to Periodicals July December **The New Theoretical and Practical Complete Book-keeping by Double and Single Entry for Use in Business Colleges, Common Schools, High Schools and Academies** Louis Lafayette Williams,1890 **2100 Business Books, and Guide to Business Literature** Newark Public Library. Business Branch,1920 **United-Whelan Shield** United Cigar-Whelan Stores Corporation,1920 **How to Advertise a Retail Store, Including Mail Order Advertising and General Advertising** Albert E. Edgar,1913 **Annual Meeting of the Railway Storekeepers' Association** Railway Storekeepers' Association,1909 **The Timberman** ,1925 **Railway Age** ,1926 **Records & Briefs New York State Appellate Division** , **Prices vocabulary of ... stores. Clothing excepted.** **1898,1902 [2 pt.], 1906 [2 pt., with Appendix], 1909-12** War office,1898 **The Law of Federal Income Taxation** ,1942 **Business, the Magazine for Office, Store and Factory** ,1901 **Spa Bodywork** Anne Williams,2007 This textbook guides massage therapists through each step of delivering a spa treatment from consideration of the indications and contraindications to scope of practice issues supplies room set up specific procedure steps and ideas for integrating massage techniques spa products and enhancing accents While wet room treatments are discussed the focus is on dry room treatments which can be delivered in a wider variety of settings More than 250 full color photographs illustrate each technique and treatment Treatment Snapshot boxes provide a quick overview of the treatment before the detailed step by step procedures section Sanitation Boxes offer clean up and sanitation tips Sample Treatments include promotional descriptions product recommendations and recipes for creating inviting smell scapes **Editor & Publisher** ,1925 The fourth estate **Electrical Merchandising Week** ,1917

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