# **Retail Store Standard Operating Procedure**

[company logo]

SLN Corp.

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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 Procedure Guide**

**JL Elias** 



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