

# Retail Store Standard Operating Procedure

[company logo]

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**Department** : Front Office  
**Effective Date** : April 09, 2050  
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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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**The Independent** Leonard Bacon,Joseph Parrish Thompson,Richard Salter Storrs,Joshua Leavitt,Henry Ward Beecher,Theodore Tilton,Henry Chandler Bowen,William Hayes Ward,Hamilton Holt,Fabian Franklin,Harold de Wolf Fuller,Christian Archibald Herter,1918

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Retail Advertising and Selling S. Roland Hall,1924

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