

JOB ROLE – STORE OPERATIONS ASSISTANT

Sector – Retail
(Qualification Pack Code: RAS/Q 0101)



PSS Central Institute of Vocational Education
Shyamla Hills, Bhopal – 462 013, Madhya Pradesh, India

www.psscive.ac.in

UNIT 2: RECEIVING & STORAGE OF GOODS

Session 3: Storage of Goods in Retail Operations

Content

Title	Slide No.
Session Objectives	4
Introduction	5
Meaning of Storage	6
Need of Storage	7-9
Ways of Storing Goods	10-18
Best Storage Methods	19
Summary	20

Session Objectives

The student will be able to:

- Describe the meaning of storage
- Explain the need of storage
- Demonstrate techniques of storing goods
- Identify the innovative storage methods

Introduction

In any retail store, it is essential that the goods are stored in a location where they are safe and can be found easily. Storing products in the right conditions (e.g., temperature should be controlled) is also essential to safeguard the products and to minimise wastage.

Meaning of Storage

Storage means proper arrangement of goods for retaining all its actual properties and qualities till the final consumption required by the consumer. Storage is the basic function of retailing that involves holding goods from production till their final sale. Storage creates gap between production and final consumption.

Need for Storage

- Proper storage protect the goods from all type of conditions.
- Storage facility helps the producer in bulk production.
- Some products produced on seasonal basis but consumed on regularly basis.
- Storage of goods also help in customer satisfaction by
- In today's time storage helps seller to fulfill customer demand by offering products on time.
- Storage of commodities varies with demand of goods.

Conti...

Need for Storage

- Many products need extra care for storage like medicines and drugs.
- Store the raw material in such a place from where we can get the products easily.
- Storage of goods during depression phase is increase the carrying cost and minimizes the returned.
- In such a condition retailer can get product easily and need not be require storage the goods.

Ways of Storing of Goods

- Shelving and racking
- Pallets
- Storing of dangerous or hazardous Goods with suitable package
- Storing food safely in retail store with suitable package
- Storing goods and materials safely

Instruction for use Shelving and Racking

- Shelves and racks are in a level.
- The retailer follows the instructions given by manufacturers.
- Shelves and racking are fixed to the wall.
- Use ladders when storing goods in the storage to avoid accidents.

Conti...

Instruction for use Shelving and Racking

- There must be sufficient space for the movement of employees while keeping and taking off goods.
- Personal protective equipment is used.
- Goods are kept logically.
- Common goods are easily accessible.

Pallets used for Storage

If pallets are used with racking units, one should avoid:

- Use of pallets which can't bear the load of goods.
- Use of damaged or badly constructed pallets.
- Use inappropriate pallets for the material.
- Poor handling of material on pallets.

Storing of Dangerous or Hazardous Goods

- Follow the instructions given by the manufacturer while storing dangerous goods.
- Only keep a limited quantity of hazardous goods.
- Keep incompatible substances separately.
- Prevent the leakage of dangerous substances from the container.

Conti...

Storing of Dangerous or Hazardous Goods

- Train the staff for using spill kit and keep spill kit near the storage area.
- Do regular checking for any leaks or spills from the container.
- Ensure that the staff wears personal protective equipment's while handling hazardous substances.

Storing Food Safely in Retail Store

- Control temperature in all storage areas.
- Store dried food at different place.
- Check the expiry dates.
- Make sure the storage area is clean.
- Do not overload the refrigerator.
- Follow the storage instructions on food packaging.

Storing Goods and Materials Safely

- All exit routes are marked.
- Exit routes are kept clear.
- There should be a fire extinguisher.
- No flammable items are stored near source of ignition.
- Dangerous substances, like chemicals store appropriately.
- All spills are cleared to avoid slips.

Safety Precautions for Storing Goods

- Adequate equipment to clean up the spills.
- Provide personal protective equipment to staff.
- Provide training to the staff for using PPE.
- Minimum materials are used during processing.
- Arrange security for high-value goods.
- Use of appropriate signage.

Best Storage Methods

- Some storage systems may well fit the description that innovation is just as often a matter of using existing components in a different or better way.
- Racking method is used to store goods in the storage area.

Summary

In this session, you have learnt about the meaning of storage, need of storage, ways of storing goods and best storage methods.

Project Coordinator : Dr. P. Veeraiah

**Assistance
Dr. Geeta Tomar**



Joint Director

PSS Central Institute of Vocational Education
Shyamla Hills, Bhopal – 462013 , Madhya Pradesh, India

E-mail: jdpscive@gmail.com

Tel. +91 755 2660691, 2704100, 2660391, 2660564

Fax +91 755 2660481

Website: www.psscive.ac.in