

# 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](http://www.psscive.ac.in)

# **UNIT 2: RECEIVING & STORAGE OF GOODS**

## **Session 4: Process of Goods Handling**

# Content

Title	Slide No.
Session Objectives	4
Introduction	5
Material Handling Activities	6
Advantages of Effective Handling	7
Moving of Material	8
Potential Hazards for Workers	9
Summary	10

# Session Objectives

**The student will be able to:**

- Classify the material handling activities
- Explain moving of materials
- Identify the potential hazards for workers

# Introduction

The goods are handled more carefully especially when received through bulky packages. Goods handling is a process of moving, packing and storing of goods or commodities in any form. It helps in determining the productivity of a retail business.

# Material Handling Activities

Sorting of Goods

Receiving of Goods

In-store Handling

Shipping of Goods

# Advantages of Effective Handling of Goods

- Minimize the unit materials handling costs.
- Reduce manufacturing time.
- Contribute in better control of goods flow.
- Improved safety in working and movement of materials.
- Provide for fewer rejects.
- Achieve decreased storage requirement.

# Moving of Material

**Meaning of Moving:** When material is received at the retail store it needs to be moved to its respective place. This moving of material is called material moving in retail.

**When to Move:** Material moves; when the material comes from the manufacturer or supplier and when the material needs to be kept in shelves for sale.

**How to Move:** There are two ways of moving the material—manually and with equipments.



# Potential Hazards for Workers

- Injuries due to accidents at workplace.
- Falling of goods.
- Improper use of equipment's and material.
- Handling material manually
- Breakdown of machines

# Summary

In this session, you have learnt about the goods handling, material handling activities, moving of materials and potential hazards for workers.

**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: [jdpsscive@gmail.com](mailto:jdpsscive@gmail.com)**

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

**Fax +91 755 2660481**

**Website: [www.psscive.ac.in](http://www.psscive.ac.in)**