

# JOB ROLE – STORE OPERATIONS ASSISTANT

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



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# **UNIT 3: STOCK LEVELS IN STORAGE**

## **Session 3: Reporting Storage Space**

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# Session Objectives

## **The student will be able to:**

- Describe the floor plan
- Identify the allocation space
- Explain the types of space needed
- How can retailer use the available space?
- Report requirements for shortage of storage space

# Introduction

Customers are familiar with the sales floor, but this is not only an element in the retail store, which the retail store operations assistant must be concern. Even he/she should also report the requirements of storage space to sales associate.

# Floor Plan

Maintaining the floor plan is one of the duties of a store operations assistant. The floor plan indicates the place where goods or products and customer service are put together and also indicate the movement space for the customer

# Allocation Space

Allocation of space means allotting a particular place for keeping a specific type of merchandise and facilitating a customer and increasing the sales by satisfying the customer and to give a customer a positive purchase experience.

# Types of Space Needed

Back room

Aisles, services areas and other non-selling areas of main sales floor

Office and functional spaces

Wall merchandising space

Floor merchandising space



# How can Retailers use the available space?

- One possibility for saving space, especially in a small retail store is to hang the TV on the wall.
- The height of a showcase may vary according to the storage needs and location in which it will be placed.

# Reporting requirements for Shortage of Storage Space

- Shortage space is a common problem in every store. No matter how much storage the retail store already has, there is always a need for more place to stash the stuff.
- One of the problems often called upon to solve is finding and organising more storage space in store.

# Reporting requirements for Shortage of Storage Space

- Stock shortages are unexplained differences in the value of goods as determined by physical count, from the goods that the record show should be in hand.
- When total value of stock found during physical stock checking is less than the book value then there is a stock shortage, i.e., an excess of book stock over physical stock.

# Summary

In this session, you have learnt about the floor plan, allocation space, types of space needed, how can retailer use the available space, reporting requirements for shortage of storage space.

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