Replenish goods on sale in a retail organisation

Overview

This standard is about replenishing goods on sale in a retail organisation by ordering new supplies of goods from the stores area, preparing goods for sale, placing goods in relevant places, rotating goods and checking demand for goods. This standard involves using a stock control system.

This standard is for all staff who replenish and order goods from the stores area for sale in a retail organisation.

When you have completed this standard you will be able to demonstrate your understanding of and ability to:

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Performance criteria

You must be able to:

1. order sufficient goods to maintain the correct levels of goods on sale
2. prepare goods for sale within the time allowed
3. arrange for goods to be moved to the sales floor when it is required
4. follow your retail organisation's procedures for replenishing various types of goods on sale
5. use your retail organisation's display fixtures and equipment safely ensuring goods are secure
6. rotate goods correctly and with the least possible disturbance to customers and staff
7. follow your retail organisation's procedures for recycling packaging waste
8. update your retail organisation's stock control system
9. notice changes in demand for goods and decide what levels are suitable
10. recommend changes in goods ordering to suit demand

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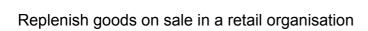## Knowledge and understanding

You need to know and understand:

1. how to use the stock control system to identify the types and quantities of goods to order for sale in your retail organisation
2. how to prepare and send orders for goods, and why this should be done accurately and at the right times
3. how to prepare different types of goods for sale in your retail organisation
4. how to decide when to move goods to the sales floor and the arrangements to make for moving goods
5. your retail organisations procedures for replenishing various types of goods
6. your retail organisations procedures for using display fixtures and equipment safely and securely
7. your retail organisation's procedures for recycling packaging waste
8. why goods need rotating
9. how to rotate goods correctly and without disturbing customers and staff any more than required
10. why your retail organisation's stock control systems need to be accurately updated
11. why demand for goods should be regularly checked
12. factors that can affect demand
13. who to approach with suggestions for changes to the levels of goods carried

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Original URN	SSR.B206
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Suite	Retail
Keywords	Retailing; retailers; checks; checking; stocking; stocks; goods; products; items; produce; materials; replenishes; replenishing; replenishment; shelf filling; facing up