

STOCKROOM SIMPLE RULES

*A **stockroom** is a room or section of a store where goods or materials are kept.*

Following a few basic rules in the stockroom is an aid in the customer receiving the highest quality of service.

Rotate Stock

When a shipment is received, place the newly received stock behind the “older” stock.

No Partial Boxes

Avoid placing any boxes in the storeroom that are not completely full. This will aid greatly come time to count inventory.

No Loose Stock

If there is stock left, but not enough to fill the box it came in, remove from the original box and place the remaining in an open, flat box.

Keep Labels Facing Forward

To efficiently stock the store, place all containers on the shelves with labels forward. This will assist not only with stocking, but inventory counts as well.

Observe Sections

The ‘sections’ in the stockroom are like the ‘sections’ in the storefront and should remain that way

Keep it Clean

You wouldn’t leave your paycheck behind for a co-worker, so please do not leave your work behind for someone else.

*These simple rules will not only help the customer,
but your fellow employees as well.*

Remember, maximizing productivity maximizes profit!