

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Store Operations

Title	Perform the procedures for store inventory control
Code	105118L2
Range	This unit of competency (UoC) is applicable to staff working in retail stores. It covers the abilities to work in familiar conditions and under supervision, and to complete related work within specified date and time according to established inventory control procedures of the organization.
Level	2
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge of store inventory control <ul style="list-style-type: none"> • Understand established inventory control tasks and procedures of the organization, including: <ul style="list-style-type: none"> • Control of stock volume • Policy of stock labelling • Quality standard of goods • Correct procedures of packing and unpacking goods • Handling of expired, damaged and lost goods • Required tools and machinery • Locations and methods for storage of goods • Waste disposal procedures • Stock-related documents, e.g. godown entry and delivery note • Procedures for reporting problems or errors • Understand Government legislations and regulatory codes related to the work of inventory control • Understand relevant trade practice and codes of the retail industry and the work of inventory control 2. Perform the procedures for store inventory control <ul style="list-style-type: none"> • Regularly conduct stock handling and control procedures for the store according to the above-mentioned procedures • Refer to and follow the instructions of the manuals, handbooks and guidelines provided by product suppliers when necessary • Conduct stocktaking regularly and report identified problems according to established procedures • Use relevant tools, computer hardware and software correctly • Prepare, submit and save documents related to the work of store inventory control • Report the store inventory status to the high level regularly and submit proposals on improving inventory control procedures 3. Exhibit professionalism <ul style="list-style-type: none"> • Ensure the accuracy and reliability of documents when conducting the procedures for store inventory control • Handle and control stock according to the Occupational Safety and Health Ordinance
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Complete related work within specified date and time according to the inventory control procedures of the organization; and • Ensure the accuracy of stocked-related documents and that the stock level complies with the requirements and regulations of the organization.
Remark	