

## THE BENEFITS OF A CLEAN AND WELL-ORGANIZED STORE

An often overlooked but equally important aspect of reducing shrink, increasing safety and improving sales is taking time to ensure that you have a clean and well-organized store. Think about it, as a consumer, do you prefer to shop in stores that are messy and unappealing? Of course not, so why would this be any different for your customers? It's not and if every employee takes pride in the appearance of their store, the benefits will soon become apparent.

Perhaps one of the most prevalent problems is that few want to accept responsibility, or many might think that their coworkers will accept responsibility so they don't have to. For example, how many times have you been shopping at your favorite store and discovered an item that was out of place? This, of course, is made worse if the item is perishable, such as dairy or refrigerated foods. But any item that isn't in its proper place is not likely going to be found by customers who are

wanting to purchase it. Thus it is imperative that whenever we see items which aren't where they belong that we ensure these items get returned to their proper location within the store.

Never is this more important than when it comes time for your store to take a physical inventory. Organization—simply knowing where all of your inventory is located—is vital to receiving an accurate on-hand physical count. Taking time to properly prepare your store, the sales floor and back stock areas, is essential to ensuring that all items are properly accounted for. This means that, especially during inventory, everyone takes responsibility for ensuring that all of your store's merchandise is properly located and displayed correctly. This will make it much easier for the inventory specialists to count your store's merchandise, but it'll also make it easier for you to check their accuracy.

Another very important and often overlooked aspect to

a clean and well-organized store is customer and employee safety, and, of course, this is where it's vital to ensure that any spills, tears in the carpet or blocked fire exits are dealt with in the company-specified manner, or at least reported to your store management team. In fact, it is important to keep in mind that you should report to your store manager any situation where you feel there is a potential for an accident; broken glassware or unsafely stacked boxes and totes, etc..

When everyone picks up after themselves and learns to take responsibility, maintaining a clean and well-organized store is actually fairly easy to accomplish. Most people prefer to shop in clean and inviting stores, and we can be certain your customers aren't any different. It's much easier to take pride and ownership in a clean and well-organized store. You'll enjoy it and so will your guests....



### TIPS FOR A CLEAN AND WELL-ORGANIZED STORE:

- Take responsibility for your store, don't expect someone else to clean up messes; take action.
- Return out of place items to their proper location within the store.
- Organization helps to ensure accurate counts during the inventory process.
- All employees have the responsibility to ensure that spills or other dangerous situations are immediately rectified or reported to management.
- Report any potentially unsafe situation to your store management team.
- Watch for broken glass or unsafely stacked boxes or totes.