

# Store Manager SOP & Scorecard

Retail & E-Commerce

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

## Background

Define what a great store manager must do — a daily SOP, weekly and monthly routines, clear responsibilities and a weighted performance scorecard. Fill in your details below.

## Purpose of this tool & output

Define what a great store manager must do

## How the output is used

Use the SOP and scorecard to define what a great store manager must do and how they are measured.

## Important cautions

AI-generated SOP; tailor to your store and reporting lines.

## Companion documents

- Retail Hiring Kit (JD + Interview)
- Staff Roster & Shift Planner
- Sales Incentive Scheme Designer
- Retail Staff Training Program
- Attendance & Leave Policy
- Shrinkage & Cash Handling Policy

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.