



Australian Government

SIRRINV001 Receive and handle retail stock

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to receive and store retail stock. It requires the ability to check stock quality and quantity against order requirements; store or present stock correctly; and maintain cleanliness of stock-handling areas.

This unit applies to all retail sectors and business sizes from large format stores to small independents. It applies to frontline personnel who have limited autonomy and work under close supervision and guidance of others in frontline operational roles. However; in smaller retail businesses, senior personnel also undertake this function.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Inventory

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Maintain stock handling and storage areas.	1.1.Maintain cleanliness of stock handling and storage areas. 1.2.Ensure correct environmental conditions for storage of perishable and other stock to prevent loss or damage as required. 1.3.Remove and dispose of waste to minimise safety risks and environmental impacts. 1.4.Report hazards and potential hazards to relevant personnel to

- minimise safety risks.
2. Accept stock delivery.
 - 2.1. Check incoming stock quantities against order documentation.
 - 2.2. Inspect incoming stock quality, and accurately report quality issues or damage to relevant personnel.
 - 2.3. Record stock delivery, and report discrepancies with orders as required.
 - 2.4. Unpack and handle stock according to manufacturer instructions and safe manual handling techniques to avoid personal health risk and stock damage.
 - 2.5. Store or display stock promptly in designated location.
 3. Replenish stock levels.
 - 3.1. Rotate, replenish and present stock according to organisational requirements for stock levels.
 - 3.2. Record stock waste or shrinkage according to organisational procedures.
 - 3.3. Maintain optimal stock levels on retail shop floor.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

- Reading skills to:
- interpret:
 - plain English documents that outline organisational policies and procedures for stock control
 - basic order and delivery documentation and stock labels.
- Numeracy skills to:
- calculate stock levels.
- Planning and organising skills to:
- complete stock control activities in a logical and time efficient sequence.
- Technology skills to:
- use stock control technology to aid stock control processes.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>