



INVENTORY MANAGEMENT

Inventory management is simply monitoring what comes in from your distributor, what you have used, and what is on the shelf. Although it's not always the most popular task for staff, it is one of the most critical components in controlling food cost. All sizes of food service operations should have an inventory management program in place to help track potential issues with waste and theft as well as reduce the risk of under or over ordering.

INVENTORY

WHO: The most trusted two employees should do inventory – one to count and one to record.

WHAT: Find a counting system that works, and always use the same pattern and system – e.g., move clockwise from area to area, top to bottom, left to right. The inventory tracking sheet should match.

WHERE: Utilize online inventory systems such as ShamrockORDERS or Menu Wizard+.

WHEN: Best practice – last day of month at close of business. Plan well in advance so hours can be adjusted.

HOW: Always count SHELF to SHEET. When you count sheet-to-shelf, if an item is on your shelves but not on your inventory list, it gets left uncounted. Count what is on the shelves!

Determine one standard measurement for each item (case, pound, tube, etc.) and make sure the same measurement is always used.

Combine units of measure when you can. For example, if you have five sleeves of paper cups and five sleeves equal one case, combine them and count as one case.

Inventory Value

Once inventory is complete, look up the last price of each item because prices can change from week to week depending on the vendor, seasonality, and other factors. If you are using ShamrockORDERS or Menu Wizard+, that step is already done for you.

ORDERING

- ✓ Goal – keep your kitchen stocked with the right amount of food and ingredients on hand to serve all residents, but avoid excess food sitting on shelves
 - ✓ Too much inventory means
 - Money is tied up
 - Challenge to count
 - Food more likely to spoil
 - Food takes up more space than necessary
 - ✓ Calculate workable PAR (periodic automatic replacement) levels
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RECEIVING DELIVERIES AND STORAGE

- ✓ Organize and rotate all products on shelves, racks, etc., before deliveries to make room for new items
 - ✓ Ensure that every item on the invoice is received, inspected, and is the correct product with no damage. Communicate immediately with your distributor regarding anything missing, damaged, or unacceptable to have the item replaced or credited
 - ✓ Immediately store refrigerated and frozen items
 - ✓ Verify that perishable items such as produce, dairy, meats, etc. are delivered fresh and have sufficient shelf life before expiration
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FOOD PREPARATION AND PORTION CONTROL

Prep Sheet Essentials

- ✓ Keep it organized: include all recipes, cut produce, and prepared items such as desserts or appetizers for the day or shift
- ✓ Well-thought-out pars for all recipes and prepared items. Include the shelf life for all items on the prep sheet
- ✓ Check that there is enough product on hand to complete all prep items planned for the day. A good practice is to complete the prep sheet at the close of business for the following day, giving a heads-up on any potential product-related problems.

Portion Control

Instruct cooks to use 4 oz spoodle for a portion of cooked vegetables, weigh the 3 oz for fries, or make sure they are counting out exactly two sausage links.