

INVENTORY MANAGEMENT

Control Costs & Eliminate Waste

Poor inventory management costs restaurants 4-8% of revenue annually



COUNTING & TRACKING SYSTEM

- ✓ Conduct full inventory counts weekly (minimum twice monthly)
- ✓ Use a digital inventory management system or detailed spreadsheets
- ✓ Count during slow periods when kitchen activity is minimal
- ✓ Assign specific staff members responsibility for inventory accuracy
- ✓ Track inventory by unit (each, case, pound, ounce) consistently



RECEIVING & ORDERING PROCEDURES

- ✓ Always check deliveries against invoices before accepting
- ✓ Verify quantities, quality, temperatures, and expiration dates
- ✓ Use par levels - minimum stock needed between deliveries
- ✓ Order based on sales forecasts and upcoming events
- ✓ Establish relationships with 2-3 vendors per category for price comparison

See Part 2 for Storage & Waste Prevention →

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