

# Inventory Management Checklist

## 1. Timing & Process

- Do you count inventory at the same time and day every week?
- Are all deliveries, transfers, and invoices entered before counting starts?
- Is stock movement paused during the count (no service interference)?
- Is one person clearly responsible for running the count?

## 2. Counting Accuracy

- Are all items counted using consistent units (kg, litres, units)?
- Are partial items measured (e.g. weighed) rather than guessed?
- Are high-value items (meat, seafood, alcohol) double-checked?
- Is there a clear method for counting prepped or batched items?

## 3. Stock Rotation & Storage

- Is FIFO followed across all storage areas in practice?
- Are all prepped and opened items labelled with dates?
- Are near-expiry items identified and used or removed in time?
- Are storage areas organised for visibility and access?

## 4. Waste & Unrecorded Usage

- Is all waste recorded daily (spoilage, overproduction, errors)?
- Are staff meals, comps, and transfers deducted from inventory?
- Are reasons for waste tracked and reviewed?

Is portioning consistency monitored during service?

## 5. Variance Awareness

Do you compare theoretical vs actual usage every week?

Do you review the biggest variances immediately?

Can you identify which items are consistently off?

Are recipes and portion sizes checked against actual usage?

## 6. Ordering & Control

Are orders based on actual usage data rather than instinct?

Are par levels reviewed and adjusted regularly?

Do you avoid regularly overstocking or running out of key items?

Are supplier price changes reflected in your system promptly?