INVENTORY CONTROL GUIDELINES
BEST PRACTICES

- Inventory records provide an accurate list of food and supplies. This is the first key to accurate ordering.
- Inventory records and inventory controls are fundamental to food cost control. Ending inventory each month is used to determine if you are stockpiling.
- Inventory management controls theft and pilferage.
- Inventory management controls waste.
- Inventory management means
  - You don’t have to run from school to school looking for supplies
  - You don’t overproduce
  - You don’t waste food
  - You store and reuse leftovers appropriately
- Get organized
- Receiving procedures should be well planned. More than one employee should be trained. Use the following steps
  - You will need Receiving tickets in a clipboard and a pen
  - Count cases/boxes
  - Mark all substitutions and shortages
  - Accept substitutions only if instructed to do so by district office.
  - Check in ALL items
  - Check “use by” dates if appropriate to ensure proper date range.
  - Inspect frozen items for thawing
  - Look for signs of damage or contamination. Damaged or thawed items should be refused.
  - Spot Check temperatures per instruction in HACCP Book
  - Sign invoice AFTER you are sure you have everything and shortages/returns are corrected on the invoice.
  - Date all products with black permanent marker to insure proper FIFO usage.

  WHY? Because improper receiving can mean you are being billed for items you did not receive or cannot use. This Raises food costs!

- Make a diagram of the storeroom. Post it on the door.
- Keep things logical and orderly for issuing and counting inventory.
- Practice FIFO – First In, First Out
- Date items with the date they are received.
- Keep items off the floors. Allow for circulation around the room.
- Plan layout so storeroom can be easily cleaned.