Weekly stock-take

Store in-charge, one fixed day a week

How to count so the theoretical vs actual report means something.

Outlet: _____ Date: _____ Done by: _____

- [ ] Count after the last service, before deliveries
- [ ] Count in the unit the recipe uses (kg, litres, pieces)
- [ ] Open containers: weigh, do not estimate
- [ ] Record expiry dates on anything within 3 days
- [ ] Enter counts the same night; adjustments post with a reason
- [ ] Review the variance report the next morning with the chef
- [ ] Any ingredient over 5% variance gets a portion check that week