

Inventory Checklist:

Food and beverage inventory

Produce

- Vegetables
- Fruits
- Herbs

Meat

- Poultry
- Beef
- Seafood
- Pork

Non-perishable goods

- Condiments
- Canned goods
- Dry goods
- Grains

Alcohol

- Wine
- Beer
- Liquor

Soft drinks

- Soda
- Juice
- Sparkling water
- Specialty beverages

Serviceware

- Tablecloths
- Napkins
- Glassware
- Dishes
- Silverware

Furniture

- Tables
- Chairs
- Barstools
- Decorations
- Lighting

Takeout supplies

- Boxes
- Plastic utensils
- Napkins
- Paper bags

Cleaning supplies

- Cleaning sprays
- Hand sanitizer
- Mop
- Vacuum
- Dishwashing detergent

Kitchen appliances

- Oven
- Refrigerator
- Freezer
- Sink
- Fryer
- Dishwasher

Bathroom equipment

- Toilet paper
- Hand soap

Software and hardware

- POS system
- Back office software
- Reservations system
- Online ordering software
- Loyalty software
- Gift cards

Notes:

How to Create an Inventory Management Process:

- Choose an inventory tracking method
- Shop for restaurant inventory management platforms
- Set up inventory tracking fields in master list
- Insert each ingredient into inventory master list
- Become familiar with supplier documents
- Standardize delivery processes
- Assess needs for recording outgoing inventory
- Record unit cost of each food item
- Organize storage facilities
- Establish First In, First Out (FIFO) method
- Designate staff for counting physical inventory
- Count and record inventory
- Compare numbers
- Modify master inventory list for bar inventory
- Count open bottles at bar
- Count bottles in each liquor storage area
- Weigh bottles
- Reconcile liquor sold versus inventory

Where to Find Food & Beverage Suppliers:

- Understand restaurant supply chain model
- Refer to business plan
- Designate staff to manage suppliers
- Ask industry contacts for supplier recommendations
- Research other suppliers
- Contact suppliers
- Get three to five quotes for each service
- Bargain with suppliers
- Decide on suppliers

Notes: