

Restaurant Inventory Management: A Beginner's Guide

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

Notes:

Where to Find Food & Beverage Suppliers

- Understand restaurant supply chain model
- Refer to business plan
- Designate staff to manage suppliers
- Contact suppliers
- Get three to five quotes for each service
- Bargain with suppliers
- Decide on suppliers

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