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A Guide to Great Stock Take

This guide is an advance on an already established stock management system.
If you are new to stock management, then some of the terms and explanations in this document may not make sense.
If you are new to stock management, we advise that you contact Liz Perkins (Educator/Coach for The Hospitality Company) for fast and effective assistance in building your system. Thousands of dollars saved in one or two calls!

Before:

1. **Prepare well.** Choose the best time of the day: think about when your team is at their best. Make sure the stock take is within the correct time period. Set your team up to be effective.
2. **Initially, use experienced team members.** You want to build a stock-take' system that is strong enough for everyone, but in the beginning use your key managers.
3. **Clean.** A clean and uncluttered space is critical. An effective stock - take of dirty containers, dirty shelves and junk is too difficult.
4. **Weigh all your prep as its created, and record weight on the label.** We call this 'weigh once'. It will save you hours.
5. **Stock up.** Make sure all your packets are emptied into their containers, and as many items as possible are unpacked. The goal here is to visually count as much as you can. Moving stock around to count will slow you down and increase the chance of making a mistake. Every item must have its place.
6. **Spend time checking your stock sheets are correct** <u>before</u> printing them. Make sure you are receiving inwards goods dockets into your stock management system DAILY, so that your stock sheets include ALL your product. Avoid the need to write down an item that isn't on the sheet.
7. **Discard all unusable product as you go**. If it isn't currently on the menu, and you don't want to create waste, then create a 'use first' box. Put all your excess items in the box and challenge your kitchen team to use these as specials. Keep an eye on use by dates.

During:

8. **Two people should run the stock take.** One to weigh/count, and one to record. Each team member should keep the other motivated, on task, catch error and have conversations about products that will be useful in the future.

9. **Stock take in an organised fashion.** Begin at the logical physical beginning and through each section. Following the stock sheet will get you lost. Finish one area before moving to the next. If possible, spread your sheets out on a bench for the recorder to write on; a clipboard is slow.

10. **Set a 'time target' for completion** & challenge yourselves to get faster.

After:

11. **Input data asap.** Have the data in your system, and the report run before you begin trade. If there are any errors, you'll have time to recount before you begin using the product again.
12. **Check the data line-by-line.** I find this is best done by the opposite manager. For example, the Kitchen Manager checks the FOH data, and the FOH Manager checks the Kitchen Data. This should be completed quickly.
13. **Immediately address variation**.