

Standard Operating Procedure (SOP): Inventory Management of Food Supplies and Equipment

This SOP describes the processes for **inventory management of food supplies and equipment**, including accurate tracking, regular stock assessments, proper storage methods, timely reordering, waste reduction practices, and equipment maintenance. Its goal is to ensure optimal stock levels, prevent shortages or overstocking, maintain food quality and safety, and support efficient kitchen and facility operations.

1. Purpose

To outline standardized procedures for managing inventory of food supplies and equipment to ensure operational efficiency, safety, and quality.

2. Scope

This SOP applies to all staff involved in ordering, receiving, storing, and monitoring food supplies and equipment within the facility.

3. Responsibilities

- **Inventory Manager:** Oversee inventory processes, maintain records, and ensure SOP compliance.
- **Staff:** Assist in stock checks, proper storage, and reporting discrepancies or damage.
- **Supervisors:** Monitor adherence, authorize reorders, and facilitate staff training.

4. Procedures

4.1. Accurate Tracking

- Maintain a digital or manual inventory log for all food supplies and equipment.
- Record product names, quantities, expiry dates, and storage locations upon receipt and usage.
- Ensure all stock movements are documented promptly.

4.2. Regular Stock Assessments

- Conduct full inventory counts weekly; perform spot checks as needed.
- Compare physical counts with records to identify discrepancies.
- Report and investigate significant variances immediately.

4.3. Proper Storage Methods

- Store food supplies in designated, temperature-controlled areas as appropriate.
- Label items with received and expiry dates (use FIFO – First In, First Out).
- Segregate raw and cooked/ready-to-eat items to avoid cross-contamination.
- Keep storage areas clean, organized, and free from pests.

4.4. Timely Reordering

- Set par levels for each item to trigger reorder notifications.
- Generate reorder requests when stock levels reach minimum thresholds.
- Maintain communication with approved suppliers for timely deliveries.

4.5. Waste Reduction Practices

- Monitor near-expiry items and prioritize their use.
- Dispose of expired or spoiled items according to safety protocols.
- Analyze waste patterns to adjust ordering and storage practices.

4.6. Equipment Maintenance

- Maintain equipment inventory including purchase/maintenance dates and condition.
- Schedule and log routine maintenance and prompt repairs.
- Remove broken, obsolete, or recalled equipment from active inventory.

5. Documentation and Records

- Maintain inventory records for a minimum of 12 months or per regulatory requirements.
- Keep copies of order forms, delivery notes, maintenance logs, and disposal records.

6. Review and Training

- Review SOP annually or after any significant operational change.
- Provide staff training on SOP updates and best practices.

Appendix: Inventory Log Template

Date	Item Name	Quantity	Expiry Date	Location	Remarks
2024-06-01	Flour, 25kg bag	6	2024-09-15	Dry Storage	Stocked as per FIFO