

Standard Operating Procedure (SOP)

Stocking and Checking Inventory of Beverages, Garnishes, and Supplies

This SOP details the process of **stocking and checking inventory of beverages, garnishes, and supplies** to ensure accurate tracking, timely replenishment, and optimal storage conditions. It covers inventory counting methods, proper storage techniques, quality inspections, and documentation procedures to maintain consistent availability and reduce wastage, supporting efficient bar and service operations.

1. Purpose

To provide a consistent and systematic process for counting, stocking, inspecting, and documenting inventory of beverages, garnishes, and supplies.

2. Scope

This procedure applies to all staff responsible for ordering, stocking, and managing beverage and garnish inventory within bar and service areas.

3. Responsibilities

- **Bar Manager:** Oversee inventory control and ensure team adherence to SOP.
- **Inventory Staff:** Perform counts, stock items, complete documentation, and report discrepancies.
- **Service Staff:** Notify management of low or expiring stock.

4. Procedure

1. Preparation

- Gather inventory sheets, pens, and clipboard/tablet.
- Review previous inventory records and par levels.
- Wash hands and use gloves for food-contact items.

2. Inventory Counting

- Count each beverage, garnish, and supply item in designated storage locations.
- Record quantities accurately, noting open/partial containers separately.
- Inspect expiration/use-by dates on perishable items.

3. Quality Inspection

- Check garnishes for freshness, discoloration, mold, or spoilage.
- Review beverages for leaks, damage, or tampering.
- Ensure all supplies are clean, dry, and undamaged.

4. Stocking and Rotation

- Stock new inventory behind older stock (first-in, first-out method - FIFO).
- Ensure perishable garnishes are stored at correct temperature and sealed properly.
- Arrange supplies for easy access and visibility.

5. Documentation and Reporting

- Update inventory records: date, time, item, and quantity.
- Report shortages, expired, or damaged goods to management immediately.
- File completed inventory sheets or upload digital records as per policy.

6. Replenishment

- Generate order list for items below par level.
- Submit order requests to purchasing/management as required.

5. Storage Guidelines

- Store beverages in a cool, dry place, away from direct sunlight and chemicals.

- Store garnishes in sealed containers, labeled with date.
- Ensure perishable items are refrigerated as needed.
- Clean and sanitize storage areas regularly.

6. Records and Documentation

Record	Responsible	Retention Period
Inventory Log Sheet	Inventory Staff	6 months
Order Forms/Requisition Sheets	Bar Manager	1 year
Discrepancy/Incident Reports	Inventory Staff	As needed

7. Review and Improvement

- Bar manager reviews inventory process quarterly.
- Implement feedback and update SOP as necessary.

8. References

- Company Inventory Policy
- Food Safety Guidelines
- Supplier Contracts

9. Revision History

Date	Revision	Description	Approved By
2024-06-17	1.0	Initial release	Bar Manager