

SOP: Daily Inventory and Supply Check

This SOP details the process for **daily inventory and supply check** of food, beverages, and cleaning products. It includes systematic inspection of stock levels, verification of product quality and expiration dates, proper organization and storage protocols, and timely replenishment orders to maintain optimal inventory. The goal is to ensure seamless operations, prevent shortages, and uphold hygiene standards by maintaining accurate and up-to-date supply records.

1. Scope

This procedure applies to all staff responsible for managing inventory of food, beverages, and cleaning supplies within the facility.

2. Responsibilities

- **Inventory Personnel:** Conducts daily checks, records data, reports discrepancies.
- **Supervisors:** Reviews inventory records, approves reorders, ensures compliance with SOP.
- **Procurement:** Places and tracks orders for required supplies.

3. Procedure

1. **Preparation**
 - Obtain latest inventory checklist and necessary recording tools (clipboard, tablet, forms).
 - Sanitize hands before handling any food items.
 - Wear appropriate PPE (gloves, hairnet, apron as required).
2. **Stock Inspection**
 - Visit designated storage areas: pantry, refrigerator, freezer, beverage storage, and cleaning supply room.
 - For each category (food, beverages, cleaning):
 - Check current stock levels against the par levels.
 - Verify product quality, freshness, and correct storage conditions.
 - Check expiration or “best by” dates and remove expired/damaged items immediately.
 - For perishable items, apply FIFO (First In, First Out) rotation method.
 - Ensure storage areas are organized, labeled, and free of spills or contamination.
3. **Record Keeping**
 - Log quantities, expiration dates, and any discrepancies/damages found in the Daily Inventory Log Sheet (see template below).
4. **Replenishment**
 - Identify items below minimum required stock levels.
 - Notify supervisor and/or procurement team to initiate reordered supplies.
 - Update ordering list and note expected delivery dates.
5. **Reporting**
 - Submit completed inventory log and discrepancy report to supervisor by end of shift.

4. Inventory Log Sheet Template

Date	Category	Item Name	Current Stock	Unit	Par Level	Expiration Date	Condition/Notes	Action Needed
	Food / Beverage / Cleaning							

5. Compliance & Safety

- Follow all food safety and hygiene protocols during inspections.
- Properly dispose of expired or contaminated items following facility guidelines.
- Ensure cleaning supplies are stored safely, away from food and drink.

6. Review and Updates

- This SOP will be reviewed quarterly, or as needed, to implement improvements or comply with updated regulations.