

SOP Template: Inventory Count and Next-Day Prep List

This SOP details the process for **inventory count and next-day prep list**, including accurate stocktaking procedures, verification of inventory levels, identification of discrepancies, and documentation standards. It also covers the preparation of a comprehensive next-day prep list to ensure operational readiness, streamlined workflows, and efficient resource allocation. The goal is to maintain accurate inventory records and facilitate smooth daily operations through effective planning and coordination.

1. Scope

This SOP applies to all staff members responsible for inventory management, stocktaking, and daily operations preparation.

2. Responsibilities

- **Inventory Staff:** Conduct accurate counts, identify and report discrepancies, and complete documentation.
- **Supervisors/Managers:** Verify counts, address discrepancies, approve next-day prep lists, and ensure compliance with SOP.

3. Inventory Count Procedure

1. Preparation

- Gather necessary inventory sheets, writing tools, barcode scanners (if applicable), and personal protective equipment.
- Review previous inventory records and note items requiring special attention.

2. Stocktaking

- Physically count items on shelves/storage areas according to inventory list.
- For each item, record:
 - Item Name/ID
 - Quantity on hand
 - Unit of measurement
 - Location

3. Verification

- Double-check any unusual or unexpected counts.
- Compare results with system records to identify discrepancies.

4. Documentation

- Record all counts on the inventory sheet or digital system.
- Highlight any discrepancies for supervisory review.

4. Discrepancy Identification and Resolution

1. List all items with discrepancies between physical count and system records.
2. Investigate possible causes (e.g., misplacement, data entry error, spoilage, theft).
3. Document resolution steps and update inventory records as necessary.
4. Report unresolved discrepancies to management.

5. Next-Day Prep List Preparation

1. Review upcoming operational schedule, expected volume, and special requirements.
2. Based on current inventory, compile a prep list indicating:

- Item/Ingredient
 - Required quantity for next day
 - Current stock on hand
 - Amount to prep/order
3. Assign responsible personnel for each prep task.
 4. Review and finalize prep list with supervisor/manager approval.
 5. Distribute the prep list to relevant team members.

6. Documentation Standards

- Use standardized forms/templates for all inventory records and prep lists.
- Ensure all entries are clear, accurate, and up to date.
- Store completed records securely for future reference and audits.

7. Example Forms

| Item Name/ID | Unit | Location | Qty on Hand | System Qty | Discrepancy? | Notes |
|--------------|------|----------|-------------|------------|--------------|---------------------------------------|
| Flour | kg | Pantry | 20 | 18 | Yes | Overage, double-check previous count. |
| Sugar | kg | Pantry | 15 | 15 | No | — |

| Prep Item | Required Qty | Stock on Hand | To Prep/Order | Assigned To |
|----------------|--------------|---------------|---------------|-------------|
| Sandwich Bread | 30 loaves | 10 loaves | 20 loaves | Bakery Team |
| Salad Greens | 5 kg | 2 kg | 3 kg | Prep Cook |

8. Review & Continuous Improvement

- Review inventory and prep processes regularly for accuracy and efficiency.
- Identify opportunities for improvement and update SOP as needed.
- Provide training refreshers for all staff involved in inventory and prep tasks.