

# SOP: Alcohol and Ingredient Inventory Management

This SOP details the procedures for **alcohol and ingredient inventory management**, covering the systematic tracking, receiving, storage, and usage of alcoholic beverages and raw ingredients. It ensures accurate record-keeping, prevents theft and spoilage, maintains compliance with regulatory standards, and supports efficient stock replenishment. The aim is to optimize inventory control, minimize waste, and support smooth operational flow in bars, restaurants, or manufacturing environments.

## 1. Purpose

To provide standardized procedures for efficient and compliant management of alcohol and ingredient inventory.

## 2. Scope

Applicable to all staff involved in ordering, receiving, storing, or using alcoholic beverages and raw ingredients.

## 3. Responsibilities

- **Bar/Inventory Manager:** Oversees implementation and compliance with this SOP.
- **Receiving Staff:** Ensures accurate receiving and logging of all inventory items.
- **Bar/Kitchen Staff:** Follows procedures for usage, documentation, and reporting discrepancies.

## 4. Procedure

### 4.1. Ordering

1. Forecast inventory needs based on sales trends and par levels.
2. Submit approved purchase orders to trusted suppliers.
3. Document all orders in the inventory system.

### 4.2. Receiving and Inspection

1. Receive shipments during designated hours with at least two staff present.
2. Inspect items for damage, expiration dates, and accuracy against purchase orders.
3. Log received items with date, quantity, supplier, and condition.

### 4.3. Storage

1. Store alcohol and ingredients in designated, secure areas.
2. Label all stock with received date; use **FIFO** (First In, First Out) method.
3. Maintain correct temperature and humidity levels.
4. Record all stored items in the inventory management system.

### 4.4. Usage and Dispensing

1. Record all withdrawals immediately in the inventory system.
2. Issue ingredients and alcohol based on requisition forms.
3. Conduct spot-checks to ensure responsible usage and detect discrepancies.

### 4.5. Inventory Counts and Reconciliation

1. Perform regular (weekly/monthly) physical inventory counts.
2. Reconcile physical counts with system records; investigate and resolve discrepancies immediately.
3. Report and document theft, spoilage, or breakage incidents per company policy.

4.6. Compliance and Record-Keeping

1. Maintain all records (invoices, receipts, inventory logs) for the required legal period.
2. Ensure compliance with local, state, and federal laws regarding storage, sales, and reporting of alcohol.

5. Documentation

Document	Description	Retention Period
Purchase Orders	Records of ordered inventory	2 years
Receiving Logs	Records of received stock	2 years
Inventory Records	Physical and system counts	2 years
Incident Reports	Theft, spoilage, or breakage	2 years

6. Revision and Review

- This SOP should be reviewed annually or after significant process changes.
- All staff must be trained on updates.

7. References

- Company Policies and Procedures Manual
- Local, State, and Federal Regulations for Alcohol Handling
- Inventory Control Software Manuals