

Standard Operating Procedure (SOP): Continuous Replenishment & Food Rotation Method

This SOP describes the **continuous replenishment and food rotation method**, focusing on maintaining fresh inventory by systematically replacing older stock with newer supplies. It outlines procedures for monitoring expiration dates, organizing food storage to ensure first-in-first-out usage, minimizing food waste, and optimizing supply levels to meet demand. The goal is to enhance food safety, reduce spoilage, and ensure consistent quality in food service operations.

1. Purpose

To provide step-by-step procedures for managing inventory through continuous replenishment and effective food rotation, ensuring food safety and quality.

2. Scope

This procedure applies to all employees responsible for receiving, storing, and managing food inventory in food service operations.

3. Responsibilities

- **Receiving Staff:** Inspect and document deliveries; label and date incoming stock.
- **Storage Staff:** Organize inventory, monitor stock levels, and conduct regular checks for expired or damaged goods.
- **Supervisors/Managers:** Oversee adherence to SOP, provide training, and ensure compliance with food safety standards.

4. Procedure

- 1. Receiving and Labeling:**
 - Check all incoming food items for quality, packaging integrity, and expiration dates.
 - Label all products with the delivery date using clearly visible labels or stickers.
 - Reject and return any items that are damaged or close to expiration.
- 2. Organization and Storage (FIFO):**
 - Organize shelves and storage units so that older stock is placed in front and new deliveries behind (First-In, First-Out).
 - Group similar items together and maintain clear labeling to avoid confusion.
 - Ensure storage areas are clean, dry, and within appropriate temperature ranges.
- 3. Continuous Replenishment:**
 - Set minimum and maximum inventory levels for each item based on usage trends and seasonal demand.
 - Monitor stock daily; replenish items as they drop to minimum levels to avoid shortages.
 - Use inventory logs or digital tracking systems to document turnover.
- 4. Food Rotation:**
 - Regularly inspect inventory for nearing expiration dates or signs of spoilage.
 - Move items that will expire soon to the front of shelves for immediate use.
 - Remove and safely dispose of any expired, spoiled, or damaged food items.
- 5. Waste Minimization:**
 - Track and analyze waste data to identify frequent causes of spoilage.
 - Adjust ordering patterns and portion sizes based on observed inventory movement and waste reports.
- 6. Documentation and Monitoring:**
 - Maintain up-to-date inventory records and conduct scheduled stock audits (weekly or monthly).
 - Document any deviations, issues, or corrective actions taken in an incident log.
- 7. Training:**
 - Ensure all relevant staff are regularly trained in the use of FIFO, stock rotation, and inventory record-keeping processes.

5. Records & Documentation

Document	Responsible	Retention Period
Receiving Logs	Receiving Staff	1 year

Inventory Tracking Sheets	Storage Staff	1 year
Incident & Waste Logs	Supervisors	1 year
Training Records	Managers	2 years

6. Review and Revision

This SOP should be reviewed at least annually or whenever there is a significant change in operations or regulatory requirements. Changes must be documented and communicated to all relevant staff.

7. References

- Local food safety regulations
- Company food safety and inventory management policies
- Guidelines from relevant health authorities (e.g., FDA, WHO)