

CHEF EXPERTISE

Ordering and Inventory Optimization Checklist

Introduction

Managing ordering and inventory is crucial to controlling food costs, reducing waste, and maintaining profitability in your restaurant. This **Ordering and Inventory Optimization Checklist** will help you establish efficient procedures, strengthen vendor relationships, and ensure your team is aligned with your operational goals.

Step 1: Analyze Par Levels

Tasks:

- Review current par levels for alignment with actual sales volumes.
- Adjust par levels seasonally or based on menu changes.
- Monitor items with consistently high or low turnover.

Tips:

- Overstocking increases waste; understocking disrupts service. Aim for balance.
 - Use historical sales data to refine par levels regularly.
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Step 2: Evaluate Vendor Relationships

Checklist:

- Assess pricing agreements for competitive rates.
- Confirm vendor reliability in delivery timelines and product quality.
- Consolidate orders to maximize volume discounts.

Pro Tip:

Consider negotiating payment terms, such as discounts for early payments or extended credit periods.

Step 3: Review Order Accuracy

Checklist:

- Compare invoices to deliveries for accuracy in quantity and quality.
- Report and resolve discrepancies immediately.
- Keep a log of frequent errors for future vendor discussions.

Tips:

- Assign a specific team member to verify each delivery.
 - Use an order verification template to ensure consistency.
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Step 4: Optimize Storage and Rotation

Checklist:

- Implement FIFO (First In, First Out) practices to reduce spoilage.
- Ensure storage areas are clean, organized, and labeled.
- Regularly audit storage temperatures and humidity levels.

Actionable Tip:

Perform weekly storage checks to maintain organization and cleanliness.

Step 5: Conduct Weekly Inventory Audits

Checklist:

- Count all high-cost and high-turnover items weekly.
- Track waste by documenting items discarded and their reasons.
- Identify theft or shrinkage patterns and address them proactively.

Pro Tip:

Use inventory management software like MarginEdge to automate tracking and generate real-time insights.

Template: Weekly Inventory Report

Category	Item	Par Level	On-Hand Quantity	Waste (lbs/cost)	Notes
Produce	Tomatoes	50 lbs	45 lbs	5 lbs/\$10	Adjust par for reduced sales
Protein	Chicken Breasts	100 lbs	90 lbs	10 lbs/\$30	Rotate older stock
Dry Goods	Flour	25 lbs	20 lbs	0	Reorder next delivery

Evaluate and Refine Your Plan

- 1. Bi-Weekly Reviews:**
 - Assess inventory audits and adjust orders accordingly.
 - 2. Gather Feedback:**
 - Encourage team members to report inventory challenges or inefficiencies.
 - 3. Test Changes:**
 - Pilot new par levels or vendor agreements and evaluate the impact.
 - 4. Celebrate Successes:**
 - Recognize staff efforts in reducing waste and improving accuracy.
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Chefxpertise specializes in streamlining ordering and inventory procedures to optimize restaurant profitability. Our expert team helps identify inefficiencies, strengthen vendor relationships, and implement tailored solutions to maximize your operational success.

[Schedule a Free 13-Point Assessment](#) to discover how we can elevate your inventory systems and boost your bottom line.

****Take the first step toward better inventory control today—Download the FREE Ordering and Inventory Optimization Checklist and start building a more efficient and cost-effective operation!**