



Inventory Management

Inventory Counts – Our business week runs Thursday through Wednesday. Therefore, Inventory counts will be taken every Thursday morning. Inventory Counting is a two-person job with one person calling out and the other writing.

Ordering – There are two things you need to know before you place your order. 1. What do I have on-hand and, 2. What am I going to sell over the next 7 days? The Inventory Count answers question number 1. To get the answer to question 2 you will run the Suggested Order Guide. The Suggested Order Guide is just that “suggested” you will still need to use your pars, expertise and good judgment when determining what to order. Orders will be placed on Thursday for Friday and Sunday for Monday. We now have the ability to place orders online through the PFG website. Placing orders online using our order guides will reduce the possibility of getting the wrong item.

Prep Lists – A Prep list will be completed every night by the closing manager.

Waste Item Worksheet – A Waste Item Worksheet will be maintained in the kitchen from one Inventory Count to the next and filled out daily as items are discarded. The Waste Item Worksheet will be turned in with the Inventory Count. You will be given a new Worksheet with each set of Inventory Count Worksheets.

Receiving – Orders will be checked in against the **Order Guide** from which the order was placed and the Vendor Invoice to ensure correctness.