HOW TO CONDUCT WEEKLY INVENTORY

Last Modified on: 3/28/17

Part of **CONTROLLING FOOD COST** Procedure

It is recommended to start weekly inventory on Sunday around midnight to avoid unnecessary post-close labor. This procedure assumes that the Weekly Inventory tab in the "[Nightly-Weekly Inventory](https://toppershq.sharepoint.com/_layouts/15/WopiFrame.aspx?sourcedoc=%7B09298280-09DF-4EFE-A6A7-ACE2BB24F616%7D&file=Nightly-Weekly%20Inventory.xlsx&action=default)" tool is set up – Refer to "[How to Set up Shelf to Sheet Inventory](https://toppershq.sharepoint.com/_layouts/15/WopiFrame.aspx?sourcedoc=%7BCC28F83E-4A38-4BB0-8CFE-FB361FA8F22B%7D&file=How%20to%20Set%20Up%20Shelf%20to%20Sheet%20Inventory.docx&action=default)" if it hasn't been set up yet.

* **Step 1**: Print off your Weekly Inventory sheet from the "Nightly-Weekly Inventory" spreadsheet
* **Step 2**: Start in the back of the store, and count all back un-prepped storage using the count quantities on the Weekly Inventory sheet
* **Step 3**: Count the walk-in cooler items using count quantities on the Weekly Inventory sheet
	+ It is recommended to move any prepped items you might use before close from the walk-in to the makeline to avoid items being in multiple spots during the inventory process
* **Step 4**: Count the front of the store in the order it appears on your inventory sheet
* **Step 5**: Collect the following materials
	+ **Empty containers and lids**: 2 qt., 4 qt., 6 qt., 12 qt.
	+ **Makeline pans**: 1/3, 1/6, 1/9, full
	+ **Scale**
* **Step 6**: Fully stock the coke coolers at 10pm (FIFO)
	+ This will make them much easier to count if they are full
* **Step 7**: Count each soda in the back of the store around midnight & record in nightly inventory sheet next to appropriate soda
* **Step 8**: Stock the makeline rail completely at 2am or after
* **Step 9**: Count all sodas in the lobby and kitchen after 2:45am
* **Step 10**: Weigh out makeline items in underneath storage
	+ These items can be done before closing time, after makeline has been restocked
	+ Use the appropriate container listed in Step 1 to tare the scale so only the contents of the container are weighed
	+ Record data on your inventory sheet
* **Step 11**: Weigh out makeline rail items at time of close
	+ Use the appropriate container listed in Step 1 to tare the scale so only the contents of the container are weighed
	+ Record data on your inventory sheet
* **Step 12**: Weigh out makeline drawer items at time of close
	+ Use the appropriate container listed in Step 1 to tare the scale so only the contents of the container are weighed
	+ Record data on your inventory sheet
* **Step 13**: Convert all sauce cups, sauce bottles, and dough to inventory quantities
	+ Use the “Inventory Calculations Sheet” tab in the Nightly-Weekly Inventory Excel sheet to get broken down total of all the items that aren’t full quantities.
		- Ex. Jugs and sauce cups
* **Step 14**: Once everything been counted, and logged on your Weekly Inventory sheet, total them up on the right
* **Step 15**: Open “Management Module” of Vision toolbar
* **Step 16**: Click “Inventory”
* **Step 17**: Click “Ending Counts”
* **Step 18**: Enter “total” from printed Weekly Inventory sheet into “count qty” section
* **Step 19**: Click “Apply”
* **Step 20**: Click “Inventory”
* **Step 21**: Click “Inventory”
* **Step 22**: Review variances
	+ Any variance over 10% should be recounted for accuracy
	+ Ex. If Ideal use for Pepperoni was **6** lbs., and variance was **1** lb., recount
		- (**1** lb**.**÷**6** lbs. = 16.7%)

Note: If you ran “good” food cost, you should be within 1% of ideal. If you ran “great” food cost, you will be within a .5% when inventory is done.