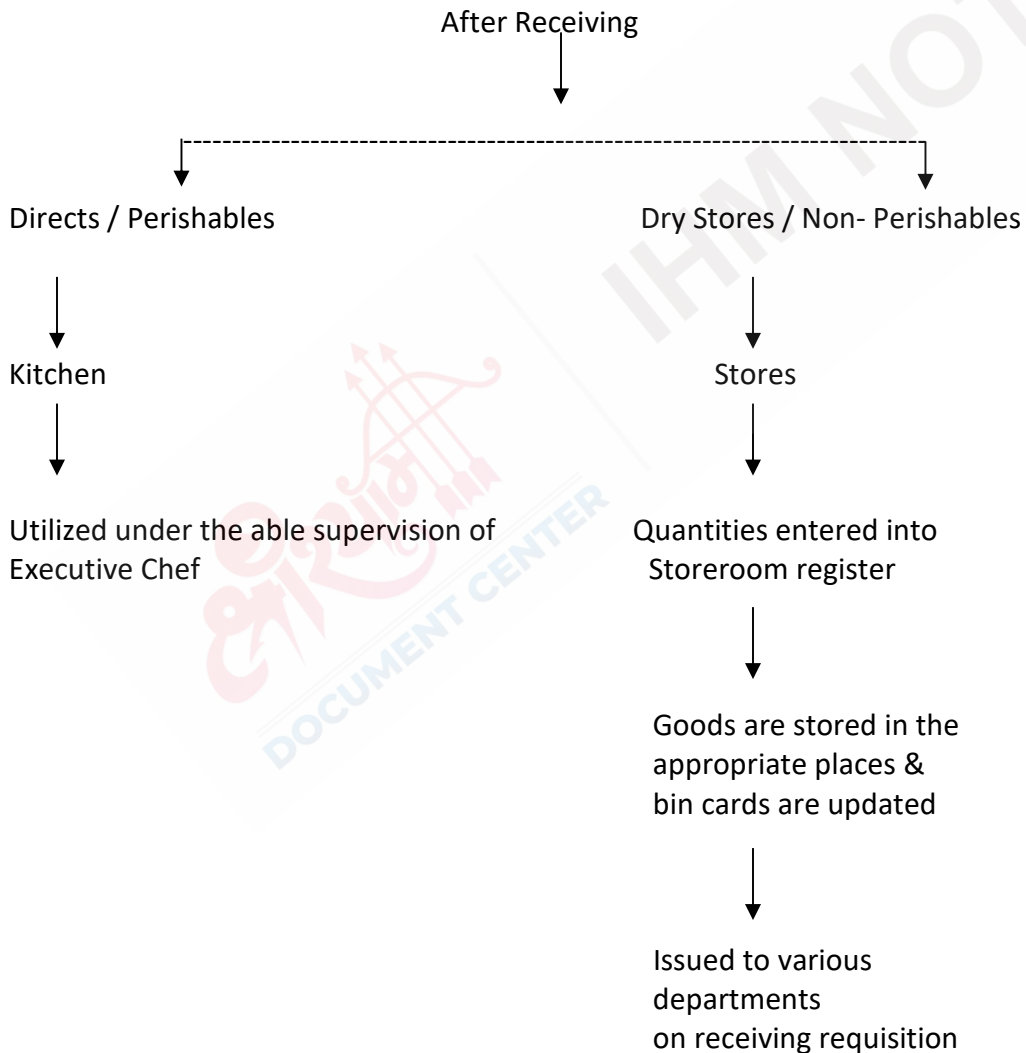


Storing & Issuing Control

- Aims of Store Control

- To ensure that an adequate supply of food materials for the immediate need of the operation are available at all times,
- To prevent losses through spoilage or pilferage,
- To have minimum working capital.

- Storing Procedure / Control



- **Layout and Facilities in a Storeroom -**

The layout of the store should be such that it minimizes the distance walked by the storekeeper and the inventory list be printed in the same order in which items are placed in the store. This will facilitate the quick and efficient stock taking. Items, which are issued daily, must be located near door and remainder being arranged in a logical sequence. Commodities should be grouped together and each of them arranged into sections.

Facilities in storeroom -

- i) Appropriate storing space
- ii) Appropriate temperature & adequate lighting
- iii) Proper storing equipments, like shelves, containers, refrigerators, cold room, etc. must be available,
- iv) Proper issuing equipments, like weighing scales, measuring containers, trolleys, etc. must be available,
- v) Proper security,
- vi) Proper pest control,
- vii) Proper sanitation.

- **Arrangements of food -**

- i) Items, which are issued daily, must be located near door and remainder being arranged in a logical sequence.
- ii) Groceries and canned goods are stored on shelves by groups like –
 1. Tea, Coffee, etc
 2. Spices
 3. Condiments

4. Cereals
 5. Nuts
 6. Syrups, etc.
- iii) Canned goods must be checked for spoilage – one must watch out for swells, leaks, tampering or improper count – matter must be reported to the
F&B Controller.
- iv) Pricing of groceries – all groceries are priced and marked before putting on shelves. Receiving dates must be mentioned (for FIFO) and some put a special label or a sticker to stop pilferage.
- v) Expensive groceries - like caviar, saffron, truffles, etc. are placed under lock and key. The keys are with the storekeeper and only a few can access it.

Job description of store room clerk:-

Job title:-store room clerk

Department:-store

Reports to:-storekeeper

Responsible for:-subordinates equipments

Scope (of promotion):-Asst. storekeeper/Storekeeper

Responsibilities:-

1. To upkeep and maintain the store room register.
2. Assist store-keeper in all his responsibility.
3. Upkeep bin cards to know stock in hand.
4. Assist the store-keeper in proper storing and issuing of goods.
5. Assist the store-keeper in finding the cost of commodities.
6. To ensure hygiene and cleanliness in store.

Location of storage facilities

- It should be located near to both receiving and usage area.
- The store should be at same level as the receiving area.
- Generally the store room is located at the back of building which would enable the good to come right in.

Security

- i) Adequate security arrangements are of utmost importance.
- ii) Unauthorized personnel are not allowed.
- iii) Keys of the storeroom are issued to individuals designated by the chief accountant after entering into a Key Log Book.
- iv) Proper strong locks to be used to lock the storeroom once it is closed.

Stock Control

- Goods are stored in a manner so that FIFO can be followed.
- Each item stored is entered in the storeroom register, and subsequently the bin card is updated.
- Each item issued is entered in the storeroom register and issued to authorized person only, on receiving a requisition, and subsequently the bin card is updated.

g. Aims Issuing Control -

- i) To ensure the proper authorization for the release of merchandise,
- ii) To account properly for daily food issues.

h. Issuing Procedure / Control

- i) All items are issued against requisitions prepared and signed by authorized person,
- ii) The requisitions are pre-numbered and are in triplicate, the copies are distributed as follows – original – store, duplicate – department, triplicate – book copy,
- iii) The storekeeper is intimated about persons who can sign and authenticate requisitions.
- iv) The storeroom register is updated after issuing of goods.

Requisition:-

1. All items are issued against requisition prepared by authorized person.
2. The requisitions are in triplicate.
3. The original and carbon copy are in different colors.
4. The top copy goes to store, 2nd copy to the department concern.
5. The third copy is the book copy.

Transfer note:-

- For inter or intra departmental transfers.
E.g.:- 1. Lemon from kitchen to bar.
2. Fish from main kitchen to coffee shop kitchen.
For this transfer note is generated.
- Transfer note is generated in duplicate copy.
- First copy goes to supplying department.
- Second copy remains with receiving department.

i. Stock Taking -

There are two types of stock taking-

- i) **Perpetual Stock Taking** – it is the stock registered in the storeroom register or the book stock.
- ii) **Physical Stock Taking** – it is stock taking by physically counting all goods in the storeroom and noting them on a physical inventory sheet.

Perpetual stock taking/perpetual inventory procedure-

It is also known as continuous stock taking. The essential features of this type of stock taking is that the number of items of ingredients and materials which are used over the past period of few days or fortnight are counted and checked at frequent intervals and physical balance of stock is compared with the balance shown by bin cards and stock books. Thus, a perpetual inventory is an up to date record of all purchases and store room issues along with their balance for each commodities.

Physical Stock Taking / Physical Inventory Procedure –

It is generally done on the last day of the trading period (a trading period is of 28 days – thus there are 13 trading periods in a year) or it can be done once a month. It is generally done by two persons – one from the accounts department and the other from F&B Controls or Purchase, one of them count the goods and other note it on the physical inventory sheet. This is done to ascertain the actual value of goods and compare with its book value. A report is generated and sent to GM, F&B Manager, Accounts, Purchase, Executive Chef and Storekeeper.

Stock levels:-

There are three basic Stock levels.

A) Maximum stock level:- this is the upper level beyond which items must not be stocked. this level is decided after considering consumption frequency ,durability of items, availability.

B) Minimum stock level:- it is the level of stock to be maintained at all times so that production and sales do not get obstructed due to want of material and ingredients.

C) Recorded level of stock:- between the maximum and minimum level a, point is set as the recorded level, at this point the orders for fresh supplies must be placed with suppliers .to ensure that the stock of ingredients arrive before the existing stock level fall below the minimum level.

Comparison of actual physical inventory and book value:-

Sometimes there is a difference between the actual physical inventory and book stock of a particular item. the causes of difference are as under:

1. Change in volume due to evaporation or absorption of moisture.
2. Impossibility of breaking up or cutting bulk without loss.
3. Shortage in actual inventory due to pilferage and careless handling.
4. Careless measurement at the time of receiving.

j. Records Maintained -

- i) **Bin Card** - kept with the goods on their shelves and updated on receiving & issuing goods.

PERPETUAL INVENTORY CARD

ABC HOTELS LTD.

ITEM-

COST-

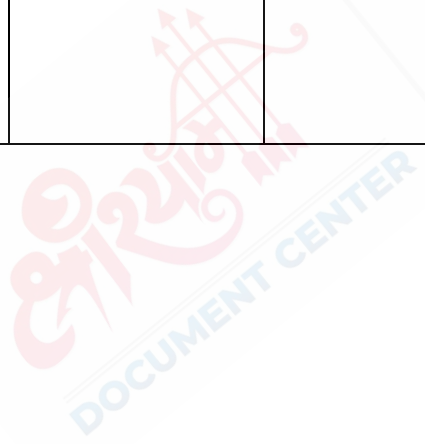
SIZE-

PAR STOCK-

SUPPLIER-

RE-ORDER POINT-

DATE	ORDER NO.	IN	OUT	BALANCE



IHM NOTES

FOOD STORE ROOM REQUISITION

DELIVERY DATE-

INDENT NO-

DEPARTMENT-

SL NO.	STOCK NO.	ITEM	SIZE	QNTY REQUIRED	QNTY ISSUED	UNIT COST	TOTAL COST

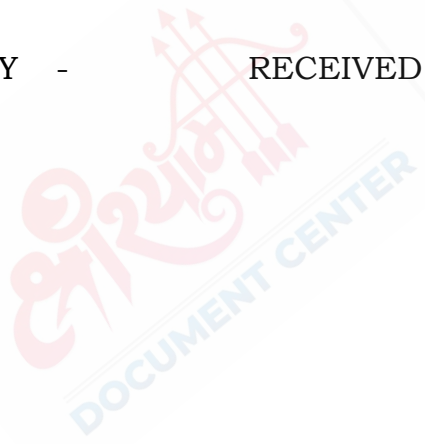
REQUESTED BY-

INDENT MADE BY-

(CONTROLLER)

DELIVERED BY -

RECEIVED BY-



KITCHEN TRANSFER NOTE

NO-

DATE-

FROM-

SL NO.	ITEM SIZE	QNTY TRANSFER	COST	
			UNIT	TOTAL

REQUESTED BY-

INDENT MADE BY-

DELIVERED BY-

RECEIVED BY-

(COST CONTROLLER)

**INVENTORY SHEET-
ABC HOTELS LTD.**

PHYSICAL INVENTORY AS ON-											PAGE NO-	
SL NO.	ITEM	UNITS	STOCK IN HAND	PHYSICAL STOCK	VARIANCE + -		UNIT PRICE RS. P.	INVENTORY RS. P.	VARIANCE VALUE + - RS P.	ISSUE OF MONTH MONTH QNTY	VALUE OF MONTH ISSUES RS. P.	REMARKS

