

Inventory Control Self-Check

Directions: Mark Yes or No to the following questions to assess your school's potential for inventory loss.

YES	NO	
		Prevention Practices: Standard Operating Procedures
<input type="checkbox"/>	<input type="checkbox"/>	1. Produce is cleaned and stored correctly.
<input type="checkbox"/>	<input type="checkbox"/>	2. Proper storage containers are used for all foods.
<input type="checkbox"/>	<input type="checkbox"/>	3. Food is stored six inches above the floor.
<input type="checkbox"/>	<input type="checkbox"/>	4. All food is used as first in, first out (FIFO).
<input type="checkbox"/>	<input type="checkbox"/>	5. Leftovers are dated and used the next day or frozen.
<input type="checkbox"/>	<input type="checkbox"/>	6. Food is purchased in quantities that can be used within a short time period to assure best quality and prevent spoilage.
<input type="checkbox"/>	<input type="checkbox"/>	7. Food products are dated as they are received.
<input type="checkbox"/>	<input type="checkbox"/>	8. Temperatures of all refrigeration equipment and freezers are checked to make sure they are in correct temperature zones and are recorded on a log that is maintained daily.
<input type="checkbox"/>	<input type="checkbox"/>	9. In addition to items 1-8, all standard operating procedures in the school's Food Safety Plan are followed.
		Prevention Practices: Loss Caused by Customers
<input type="checkbox"/>	<input type="checkbox"/>	10. Staff is trained to observe customers to prevent theft on the service line.
<input type="checkbox"/>	<input type="checkbox"/>	11. Line servers and cashiers are placed where they can see the line.
<input type="checkbox"/>	<input type="checkbox"/>	12. Cashiers are placed at the exit of the serving line area.
<input type="checkbox"/>	<input type="checkbox"/>	13. Checks are accepted only for the amount of the purchase or the amount of prepayment.
<input type="checkbox"/>	<input type="checkbox"/>	14. Customers are requested to leave heavy coats outside the serving area.
		15. Prepackaged a la carte or self-service items are placed where the cashier can give them to the customer at the time of payment.
<input type="checkbox"/>	<input type="checkbox"/>	16. There is a secure lock system on any vending machines that the SNP operates.
		Prevention Practices: Loss Caused by Employees
<input type="checkbox"/>	<input type="checkbox"/>	17. More than one SNP employee is present for cafeteria opening and closing.
<input type="checkbox"/>	<input type="checkbox"/>	18. Food leftovers are never taken home by employees.
<input type="checkbox"/>	<input type="checkbox"/>	19. Local policy prohibits employees from making purchased from food distributors.
<input type="checkbox"/>	<input type="checkbox"/>	20. The manager does a visual inspection of storerooms, freezers and refrigerators at the end of the day to make it easier to know if any items are missing.
<input type="checkbox"/>	<input type="checkbox"/>	21. Inventory is completed and turned in for the school at least monthly.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	22. Locks and keys are kept secure and changed if there is a possibility of other people having keys to the storeroom and/or refrigeration units.
<input type="checkbox"/>	<input type="checkbox"/>	23. A perpetual inventory is kept of items stored in a central warehouse.
<input type="checkbox"/>	<input type="checkbox"/>	24. A perpetual inventory is kept of food and supplies.
<input type="checkbox"/>	<input type="checkbox"/>	25. A monthly physical inventory is maintained.
<input type="checkbox"/>	<input type="checkbox"/>	26. The back door is kept locked at all times.
<input type="checkbox"/>	<input type="checkbox"/>	27. The storeroom and all refrigeration units are locked at the end of each day.
<input type="checkbox"/>	<input type="checkbox"/>	28. Food items are left in cases until ready for use. (This makes it easier to take a physical inventory and to determine if anything is missing.)
<input type="checkbox"/>	<input type="checkbox"/>	29. Employees have a designated place to store coats and handbags.
<input type="checkbox"/>	<input type="checkbox"/>	30. An inventory or pre-packaged items is taken daily to determine amount available for sale and amount left. (Compare the amount of money taken in with the amount that should have been taken in.)
		Prevention Practices: Loss Caused by Distributors
<input type="checkbox"/>	<input type="checkbox"/>	31. Deliveries are allowed only during hours that someone is available to receive the delivery, check it in, and store food and supplies properly.
<input type="checkbox"/>	<input type="checkbox"/>	32. Deliveries are not allowed to be left on loading docks.
<input type="checkbox"/>	<input type="checkbox"/>	33. Delivery person does not have keys to the facility.
<input type="checkbox"/>	<input type="checkbox"/>	34. Food and supplies are received correctly when they are delivered.
<input type="checkbox"/>	<input type="checkbox"/>	35. Prices charged are checked to make sure they are consistent with the bid or quote.
<input type="checkbox"/>	<input type="checkbox"/>	36. The delivery tickets are compared with the bills received before payment is made.
<input type="checkbox"/>	<input type="checkbox"/>	