

Food Inventory Checklist



Food Inventory Check for Restaurants

Date of Inventory: _____

Time: _____

Inventory Personnel: _____

Prior Inventory Date: _____

Item Categories and Specifics:

(Note: For each item, record details in the spaces provided for Beginning Inventory, Purchases, Ending Inventory, and Usage.)

Produce Inventory:

Fresh Vegetables

- Item: _____ | Unit: _____ | Beginning: _____ | Purchases: _____ | Ending: _____ | Usage: _____

(Repeat for each vegetable)

Fresh Fruits

- Item: _____ | Unit: _____ | Beginning: _____ | Purchases: _____ | Ending: _____ | Usage: _____

(Repeat for each fruit)

... (Continue in the same format for other produce subcategories)

Meat and Poultry Inventory:

Beef Products

- Item: _____ | Unit: _____ | Beginning: _____ | Purchases: _____ | Ending: _____ | Usage: _____

(Repeat for each beef product)

Poultry Products

- Item: _____ | Unit: _____ | Beginning: _____ | Purchases: _____ | Ending: _____ | Usage: _____

(Repeat for each poultry product)

... (Continue in the same format for other meat and poultry subcategories)

Dairy and Eggs Inventory:

Milk Varieties

- Item: _____ | Unit: _____ | Beginning: _____ | Purchases: _____ | Ending: _____ | Usage: _____
(Repeat for each type of milk)

Eggs

- Item: _____ | Unit: _____ | Beginning: _____ | Purchases: _____ | Ending: _____ | Usage: _____
(Repeat if you have various types or grades of eggs)

... (Continue in the same format for other dairy subcategories)

Dry Goods and Grains Inventory:

Rices

- Item: _____ | Unit: _____ | Beginning: _____ | Purchases: _____ | Ending: _____ | Usage: _____
(Repeat for each type of rice)

... (Continue in the same format for other dry goods and grains subcategories)

*Remember to adjust the categories and items based on the specific needs of your restaurant. The sheet is designed to provide a comprehensive view of all the food items in your inventory, helping you effectively track usage, manage stock, and control costs.

Sign-Off:

Employee:

Signature: _____ Date: _____

Supervisor:

Signature: _____ Date: _____