

## **The Step-by-Step Process of a Food Stocktake**

The word “stocktake” often sparks dread in hospitality managers, who imagine hours of disruption and unreliable results. But when done by professionals, a [Food Stocktake](#) is a streamlined process that delivers accuracy and valuable insights. Here’s a closer look at what happens during a well-organized stocktake.

### **Step 1: Scheduling and Preparation**

Timing is crucial. Stocktakes are usually done during quieter periods to avoid interfering with service. Deliveries and kitchen use are paused to ensure accurate results. Preparation also involves making sure all storage areas are accessible and staff are briefed.

### **Step 2: Categorising Stock Areas**

Kitchens, fridges, freezers, and dry storage areas are mapped out. Items are grouped into categories like meats, dairy, beverages, and produce. This prevents duplication and ensures no products are overlooked.

### **Step 3: Counting with Precision**

Professionals use tools such as digital scales, barcode scanners, and specialized software. Partial items, such as half-empty bottles or opened packs, are measured to exact quantities. This removes guesswork and produces reliable numbers.

### **Step 4: Matching Data Against Records**

The physical count is then compared with purchase records, invoices, and POS system data. Discrepancies are investigated, highlighting whether issues are due to supplier shortages, waste, or shrinkage.

### **Step 5: Detailed Reporting**

Within hours, managers receive a report that includes:

- Stock valuation
- Variance analysis
- Insights into waste and usage trends
- Recommendations for cost control

### **Step 6: Post-Stocktake Support**

The best stocktake providers don’t stop at reporting. They work with businesses to interpret results, set ordering par levels, and adjust menus or portion sizes. This ensures stocktake data leads to real improvements.

## **Why Professional Stocktakes Are Essential**

Unlike in-house counts, professional stocktakes are unbiased, consistent, and backed by expertise. They save time, reduce errors, and turn data into actionable strategies.