

FOOD COST CONTROL CHECKLIST

PURCHASING

- Person doing the purchasing is designated in writing.
- Purchasing/product specifications are written and used.
- "Special deals" are questioned.
- All purchasing is planned (budgeted) and controlled.

RECEIVING

- Person receiving is **NOT** the person who orders. (The person ordering can assist with receiving, but he/she cannot sign forms to "receive" the goods.)
- Persons receiving are designated in writing.
- Deliveries are checked for accurate weight, number, price, temperature, condition, etc. (Managers should spot check.)
- Shipping/receiving documentation is accurate and complete.
- Return/credit policy is in effect.
- Delivery times are established and enforced.

STORAGE

- All items are stored as quickly as possible. (Frozen products should be stored immediately; all others as quickly as possible. e.g., produce, fruits, meat, poultry, fresh seafood, dry/canned grocery items, paper supplies, chemicals, cleaning supplies, etc.)
- The first in, first out (FIFO) method is used.
- All items are dated and priced. (Aids in with inventory.)
- Access to inventory is limited to authorized personnel.
- Storage areas are secure and controlled.
- Storage areas are kept clean, dry, and in good repair.

FOOD COST CONTROL CHECKLIST (cont.)

SECURITY

- Access doors are locked.
- Storage areas are locked.
- Key controls are in place and used rigorously.

INVENTORIES

- Sensitive items are inventoried at least weekly.
- Inventory procedures are accomplished according to policy.
- Discrepancies/losses are investigated, acted upon, and guarded against.

RECIPES

- Standardized recipes are used.
- Conversions are calculated accurately.
- Recipes are costed out at least every 3 - 6 months. (See Task 5.5, Evaluate Current Fees, Prices and Charges.)

MENU PRICING

- Recipe cost-cards are calculated from current prices.
- Menu mix is designed to achieve the desired Cost of Goods percentage.
- Portion sizes are priced correctly.
- Prices are calculated using the Cost of Goods Method in accordance with Task 5.5.
- All self-serve items are figured into menu prices. (Catsup, mustard, relish, etc).

FOOD COST CONTROL CHECKLIST (cont.)

PORTIONING

- Portions are standardized and calculated correctly.
- Correct serving and portioning utensils are available and used.
- Correct portion cups, bags, containers, etc., are used.

WASTE/SPOILAGE

- All spilled, spoiled, and unusable items are recorded.
- Preparation pans are scraped to ensure full use of product.
- Usable by-products/leftovers are used, **NOT** thrown out.
- Correct yield is obtained from produce with minimal waste.
- Preparation/Pull Par levels are accurate and used.
- Standardized recipes are used.
- Correct preparation methods are used.
- Correct thawing, holding, and handling procedures are used.
- Temperatures are monitored and maintained in refrigerators, freezers, and on the steam/service lines.

SALES CONTROLS

- Everything leaving the kitchen/service area is rung up or documented according to local policy.
- All food items prepared, but **NOT** sold, are recorded, calculated, and accounted for in Cost of Goods Sold percentages according to local policy.
- Promotional coupons or discounts are recorded under *gift certificates* or *advertising and promotions* according to local accounting policy.
- Employee meals, sodas, etc., are accounted for per local policy.