



Subject :	INVENTORY		
Dept :	Operations	Revision(s):	Published
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Purpose

The purpose of this SOP is to outline best practices to safely count inventory while in the restaurant space.

Policy

1. A schedule should be made in advance to ensure a limited number of staff will be in any one area of the restaurant while inventory is being counted.
2. Inventory should be assigned by areas of the restaurant to prevent staff from traveling into common areas to complete counting.
3. Safety equipment must be continuously worn while counting inventory.

Equipment/Tools Needed

Consider new equipment/changes to the physical space that may need to be procured.

- Required Safety Equipment
 - Face mask or covering
 - Gloves
 - Face shields
 - Goggles

Procedure

1. Prior to Counting Inventory
 - a. Ensure Inventory count sheets are up to date and accurate before printing.
 - b. If possible, limit deliveries on the last day of the month to avoid extra bodies or movement of product while counting
 - c. Any deliveries or internal transfers should be completed prior to inventory taking.
 - d. Print extra copies of inventory count sheets so that employees are not sharing the same count sheets.
2. Integrate inventory task responsibility into scheduling to help staff members focus on inventory counting.
 - a. Allocate staff that only focus on counting, scheduling additional shifts or hours as needed.
3. Appoint employees to specific areas and limit the potential for cross over.



- a. Designate physical boundaries for each employee counting inventory.
Tape the floors for visual cues or print mapped out floor plans.
4. Sanitize hands with alcohol-based hand sanitizers between glove changes while taking inventory if a hand sink is not available in that particular area.
5. Each employee should initial their count sheets for record keeping and accountability.
6. Have a predetermined location for count sheets to be collected/saved.
7. If more than one employee is needed to count in one area (ex: inventory that requires a lot of heavy lifting or weighing):
 - a. Both staff members should be in appropriate safety equipment.
 - i. Use additional face shield and goggles in poorly ventilated areas.
 - b. Maintain 6 feet of social distancing as much as possible.
 - c. Assign each employee a task that requires no contact between the two, such as one employee weighing an item while the other records the weight on the inventory sheets.

Supporting Materials (Logs, Signage, Training & Locations, etc)

- Inventory Count Sheets

Accountability (how the SOP will be enforced/managed)

- GM and CDC/EC to coordinate with the SM schedule on inventory day to help enforce policies.
- SM to be monitoring traffic flow of inventory takers and other staff members.

Sources

- [Hand Washing](#)
- [Cover Your Cough](#)
- [Physical Distancing](#)
- [Face Masks and Coverings for the General Public](#)
- [Coronavirus disease \(COVID-19\) and food safety - Canada.ca](#)