

Storerooms and Par Stocks

“All storerooms used for storage of resale and consumable inventories must be properly secured and organized. It is also important that managers establish par stocks storage areas to provide ready access to reasonable levels of inventory for daily operating needs.

Storerooms

1. Proper storage of inventories reduces damage and spoilage of stock.
2. Proper organization (appropriately labeled shelving and items stocked on shelves in the same order as listed on inventory sheets) will reduce the amount of time needed to conduct month-end inventories. Cases of product damage, such as previously broken down cases, should be avoided.
3. To ensure proper storage, inventory sheets should be maintained in the storeroom.
4. Inventory sheets should be updated regularly to reflect current stock levels.

SAMPLE

Par Stocks

1. Consumable items of inventory must be available to line employees, but only in sufficient quantity to meet daily needs.
2. These stocks should be established at ‘par’ or pre-arranged levels and replenished daily by supervisors by means of inventory and issue forms. Such par stocks might include restaurant paper supplies, alcoholic beverages, sodas, snack mix for the bar, and other items consumed during normal operations.
3. Par stocks should be kept in secured lockable closets, cabinets, and other easily accessible locations for use by employees.
4. When par stocks are used, the inventory sheets should be updated during month-end inventories.

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Take Away: Organizing and properly securing storage areas is an important requirement for managers with resale and supply inventories.