

# STORAGE

- Storage and stores procedures are an integral part of any food and beverage control system.
- Therefore no matter how efficient an organization purchasing procedure maybe, bad storage condition and procedures would have an adverse affect on standard of food or drink sold. Eventually this would result in organizations to failing to achieve their required cost and profit targets.
- The purpose of efficient storage condition is to maintain materials or commodities in the condition in which they are purchased and for them to be safe until they issued to the appropriate department for the use or sale to the customer.

# STORE ROOM REQUIREMENTS

- LOCATION: The ideal location of a storeroom is near if not immediately adjacent to the receiving station and the kitchen. If not possible, then additional equipment and manpower would be required or alternative is use of conveyer belt for carrying the luggage.



# PHYSICAL PROPERTIES

- Well Ventilated
- Not hot water and steam pipes
- No A.C Duct inside the store room
- No Drainage
- High temps play havoc with canned food.
- Strict sanitation methods to be used to keep food free from vermin.
- Shelving made of stainless steel with adjustable shelves depth –18 inch. Items used frequently should be placed near the exit door.

# Layout

- One door entry and exit
- Neat and clean moving are for staff and food items.
- The size of the storeroom depends upon its location.
- One Counters issuing items
- No to unauthorized entry
- Door should have heavy secure locks and windows bared as a preventive measure against burglary.
- Liquor stores, wine cellars will need extra physical security systems due to high value of liquor stocks.
- Security Features.
- Some large establishments used closed circuit television surveillance techniques for this purpose.

# EQUIPMENTS

- Large scale (weighing machine)
- Small scale
- stout ladder
- Trolleys
- Cabinet
- Heavy work tables
- Ultraviolet rays lamp or sunlamps for helping in quick ripening of fruits and vegetables and ageing of meat (helps to reduce mould accumulation).

# STOREROOM HOURS

- There should be locked Dutch doors.
- One Shift or 24 hour operations
- All staff should be informed about the opening hours
- Emergency procedure must also exist for the issuing of stores.
- Key Log Book
- There are generally two keys maintained are may be kept with the lobby manager during the night shifts.

# CORRECT STORAGE REQUIREMENTS OF COMMODITIES

- MEATS:
- All sides, quarters or whole carcasses of meat should be hung in cold room at a temperature of 0-1.c with a space between them to allow free circulation of air with drip trays placed underneath in order to collect any blood ( To Avoid the formation of Rigor Mortis).
- According to the type of meat this period will vary from 2-10 days, permitting a chemical change to take place to produce more tender meat.



# POULTRY AND GAME

- Hung at a temperature of 0-1.c
- Venison or hares and rabbits that should be hung at a temperature of 3-4.c .
- Poultry should be stored on slated shelves at 0-1.c and game placed on metal trays at the same temperature.





# FISH

- Wet fish should be stored in a separate, special type of refrigerator with perforated non-rust trays allowing the fish to drain and permitting easy cleaning of refrigerator.
- The fish should be placed on crushed ice on a wet cloth, covered with another cloth and crushed ice being stored at a temp. 1c.
- Shellfish should be placed in boxes covered with a wet sack and crushed ice being stored at a temp of not lower than 3.c. Both wet fish and shellfish should be stored for minimum time.

# FRESH FRUITS AND VEGETABLES

- All types of fresh fruits and vegetables need careful storage properly in a room where there is no sunlight. The room should be dry cool & well ventilated with bins for root vegetables.
- Fruits and vegetables deteriorate quickly and space should therefore be available to enable easy stock rotation.
- Soft fruits and melon should be refrigerated at 1-2.c.



# DAIRY PRODUCTS

- Most dairy products with the exception of cheeses should be stored in a refrigerator or cold room at a temp. 0-4.c.
- Milk should be stored in a container in which it is delivered and kept covered because it will absorb strong smell.
- Butter and eggs also acquires smell of fish, onions and cheese.
- Cheese should be stored in a cool place which is dry and well ventilated. Because of its strong smell cheese should be kept away from other items, if whole cheese is to be stored for a period of time they should be rotated occasionally.



# FROZEN FOODS

- There is a great variety of frozen foods in either an uncooked or cooked state and these should be stored at a temp of at least -15.c to -18c.
- The lower the temperature of freezer means food can be kept for a longer time.
- All foods should be kept frozen until needed but time must be allowed for defrosting before issuing.
- Foods should be kept on plastic coated trays in upright deep freezers and in plastic type baskets in the chest type of deep freezer.

# TINNED FOODS

- It should be stored in a dry, well-ventilated store to prevent them from rusting.
- Blown tins caused by gases should be discarded or returned to supplier as oxidation have taken place either bacteria or tin plating being attacked by the food.
- Dented tins should be used immediately before they rust.



# DRY GOODS

- Sugar, flour pulses, preserved foods such as jams, pickles, dried fruits, tea, coffee etc. the conditions of storage for the same is dry, cool and well ventilated.
- They could be kept in bins with the lids on. Some dry goods require air tight lids e.g. tea, coffee etc.



# CLEANING MATERIALS

- A separate store is necessary for all cleaning materials because of its strong smell and also possibility of confusion / mistakes being made in their issues.



# STOCK TAKING

- It is the process physical counting of all stock items in the store rooms and kitchen.
- It is carried out by F& B control department of the hotel.
- In case of food stores it done once in month
- Housekeeping item once in two months and
- Alcoholic beverage and Bar once in 24 hours.





# Purpose

- To determine the value of goods held in stock
- To compare the value of goods actually in stores with the book value of the stock at the particular time.
- To list slow moving items.
- To compare usage with sales to assess food percentage as a deterrent against loss of pilferage.
- To determine the rate of stock turnover.



# Types

- PERPETUAL STOCK TAKING – In this system, goods received or issued is immediately recorded on stock taking sheet & compiled at the end of the day. In this system, at any given time you know the value of stock in hand.
- MONTHLY STOCK TAKING – The stock is calculated at the end of month.



# Perpetual Inventory Card

Hotel ABC  
Stock Card

Name of Supplier

Item

Minimum Level

Maximum level

Date

In

Out

Balance

Requisition Cost  
Information



# Requisition/ Indent

Hotel ABC

## STORE ROOM REQUISITION

DEPT:

DATE:

S.No.	Items	Requirement	Issued	Unit cost	Total cost
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REQUISITIONED BY



# Storing of Beverages

- Main storage area for spirits and red wine held at temp of 55 degree f to 60 degree f.
- A refrigerated area of 50 deg f for the storage of white and sparkling wines.
- A further refrigerated area of 43 deg f to 47 deg f for kegs.
- An area held at temp of 50deg f for storage of beers and soft drinks.
- A totally separate area, from those above for the storage of empty bottles, kegs and crates.

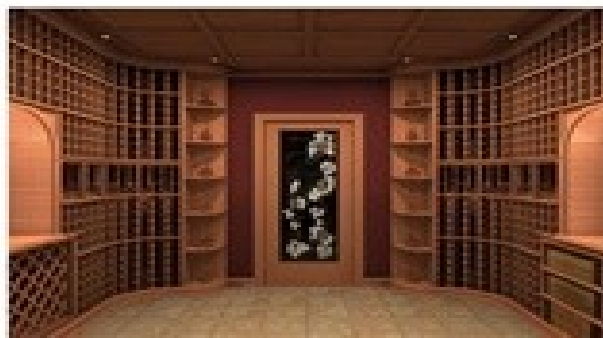


# Bins

- Bin #'s 100-149 English table wines
- Bin #'s 150-199 imported white wines
- Bin #'s 200-299 imported red wines
- Bin #'s 300-399 sparkling wines
- Bin #'s 400-419 scotch and Irish whiskey
- Bin #'s 420-499 gin

# Cellar









# CELLAR RECORDS

- **CELLAR INWARD BOOK:** This provides accurate reference to all beverages coming into the seller and posting data for cellar mans bin cards whenever necessary it is useful to check against the perpetual beverage inventory ledger held in the food & beverage control or a/c's office.

# Format

Hotel ABC

CELLAR'S INWARD BOOK

Date	Beverages	Invoice No	Bin No	Bottle	Halves
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SIGNATURE OF RECEIVING OFFICER



# BIN CARDS

- These are provided for each individual type of beverage & commodities held in stock and record all deliveries and issue made.
- The card being fixed on the shelves or racks against each beverages and commodity, showing date, quantity of goods received, quantity of goods, bin card no. referring to the same bin no. as the wine list originated from the standard bottle code list.



# Format

Hotel ABC  
BIN CARD

BIN NO:

BOTTLE SIZE TYPE: WHITE HORSE WHISKEY

Date	Items	Received	Issued to	Total	Balance
			Bar		
			A B C		

SIGNATURE OF RECEIVING OFFICER













# CELLAR CONTROL BOOK

- This provides control of all daily deliveries to the cellar and the daily issue of each beverage from the cellar to the various bars and should cross check with the entries on the bin card and perpetual inventory, ledger held in control or accounts office.



# Cont..

- **BEVERAGES PERPETUAL LEDGER:** This master ledger, which is prepared in control or a/c's office, consists of cards prepared for each individual type of beverages held in stock.
- **ULLAGE AND BREAKAGE:** It is necessary for any breakage to be recorded on a standard form together with an explanation and countersigned by a member of the food and beverage department.



# Cont..

- **COMPLIMENTRY BOOK:** This is necessary to record the issue of drink to the kitchen and other grades of staff as laid down by the company's policy.
- **EMPTY RETURN BOOK:** The supplier against a delivery charges many of the containers of beverages such as crates, kegs, etc. A counter record book should be maintained, which records all container received from the various suppliers

# Stock Levels

- Forecasting
- EOQ
- Storage Space
- Lead Time
- Capital Available
- Price and Availability

# Levels

- **MAXIMUM STOCK LEVEL**- This is level beyond which should not be maintained. The main objective is to avoid over stocking and thereby using working capital in a proper way.



# SAFETY STOCK OR BUFFER STOCK

- It is very difficult to predict usage and the lead time. The demand for the material may fluctuate from the normal lead-time. If the actual usage increases or the delivery of the inventory is delayed the firm can face the problem of stock out. The stock out can prove to be costly for the firm therefore in order to guard against the stock out the firm may maintain a safety stock or buffer inventories caution against expected increase usage or delay in delivery time.



# REORDER POINT

- The reorder point is an inventory level at which an order should be placed to replenish the inventory. To determine the reorder point under certainty we should know
  - The lead – time
  - The average usage
  - EOQ.
- The **LEAD – TIME** is the time taken in receiving the delivery of inventory after the order has been placed.
- **REORDER POINT = LEAD TIME / AVERAGE USAGE**

# MINIMUM LEVEL OF STOCK

- This is level of stock under no circumstance fall below this level. If the stock level falls below this limit than the operations will jeopardized.

