

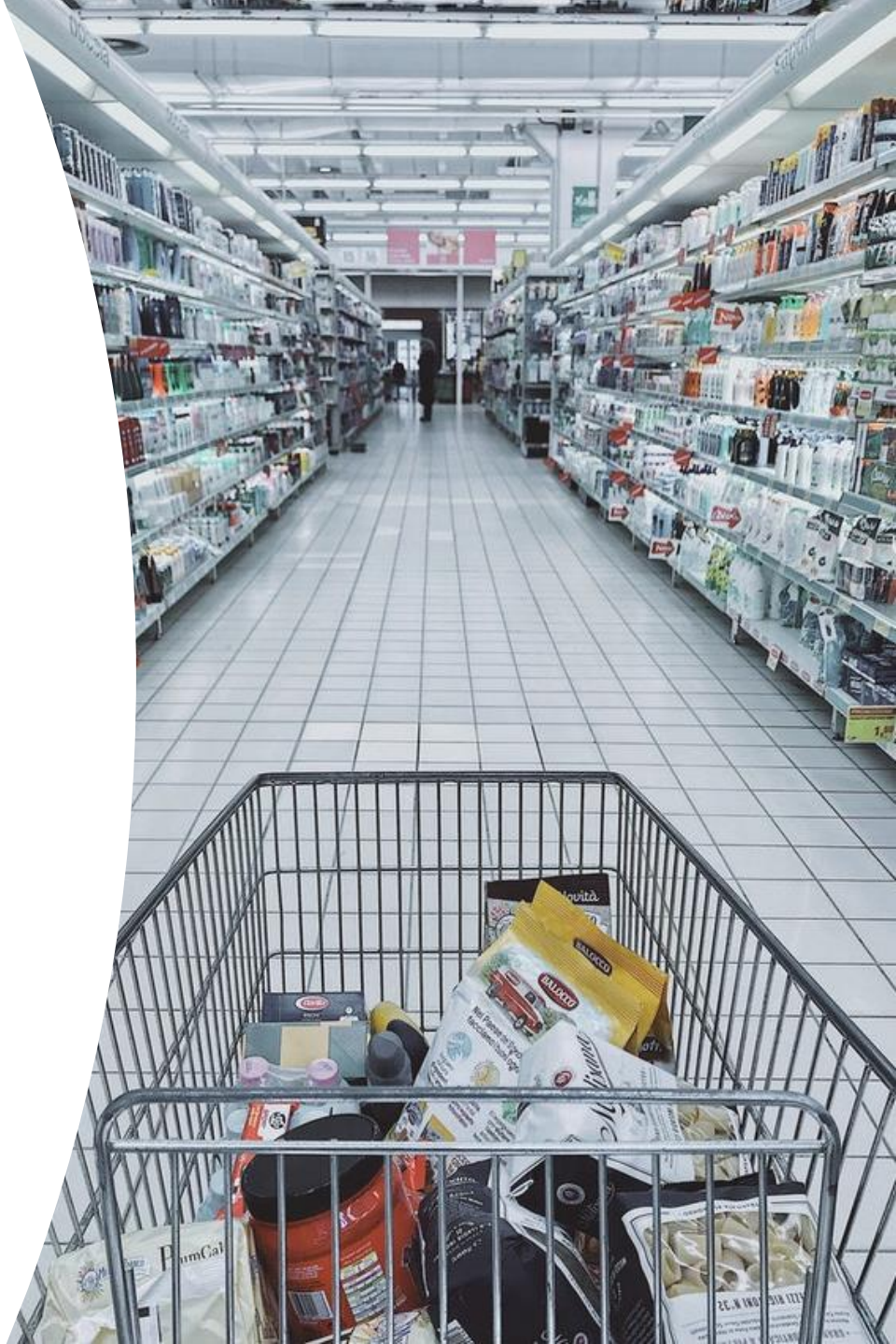


Hospitality and Catering

Stock control and ordering

Lesson 3

Learn how to control stock effectively to help contribute to business success.





Rotating stock

New deliveries should be placed behind existing stock.

FIFO – first in first out





Rotating stock

This ensures minimal waste and using stock within it's 'use by date' or 'best before date'.





Storage of dry goods

Most products that are stored for any length of time are usually tinned or bottled.





Storage of dry goods

Storage must be safe, off the floor and walls.

Shelving and racking is normally used, it should be safe enough to reach stock manually.





Storage of chilled fresh goods

It is essential that all fresh goods are stored at the correct temperature.

Placed behind older products so that the older products are used first.





Products on display

Drinks and sandwich cabinets are good examples of stock which is used directly by the customer.





Products on display

Ensure all products are in date and old products are placed at the front.





Checking stock

Daily checking of customer fridges and fresh produce fridges will prevent food that is out of date not being sold.





Checking stock

It can help to put certain products on special offer before they are out of date.





Checking stock

It is illegal to sell a product past its used by date but it is not illegal to sell a product past its best before date.

This is because a product which has been given a used by date is a fresh high-risk food and if eaten past its used by date you may become ill with food poisoning.





Checking stock

A product which has been given a best before date is a low-risk product and is not likely to cause you to become ill if it is eaten past the best before date. Usually only the quality of the product will be affected.





Revision Activity 3

**How should dry goods
be stored?**