



Food Manufacturing

# Warehousing

## Lesson 5

Recognise and comprehend the functions of a food manufacturing warehouse, the process requirements and conditions stock is stored and maintained at.





Stock checks are performed by counting every item in storage including ingredients, machinery/equipment, products and packaging.





Stock checks should be carried out regularly a schedule should state when it is performed. Spot checks can be performed as and when needed, this may form part of an audit.





The amount of stock checks can vary but will need to be performed more often if any discrepancies are discovered e.g. due to theft.





**Stock checks can help the profitability of a business giving key information about:**

- Most popular items
- Unpopular items
- Highlight left, breakages and damaged stock
- Missing or unprocessed orders
- To help with the finance departments data
- Help to plan stock placement
- Locate out of date items



When stock checks are performed, if any damaged, faulty or out of date stock is found it should be quarantined and reported to management immediately.





The appropriate people should be informed of any quarantined stock so it can be recorded accurately and doesn't become missing stock.







If the product needs to be disposed of it must be done safely recording it on any waste documentation.







The area where the disposed stock was stored must be checked to make sure no other items have been contaminated by the quarantined stock.





If too much (surplus) of any item is found during a stock check then the factory may try to sell more of the item or carryout a promotion on the product to sell more.





They may be able to sell a surplus of ingredients to another food business to prevent any wastage.





Stock checks can be performed:

- Manually by counting every item
- Electronically by scanning microchips and barcodes
- Visually by counting cases
- Computer-led by counting stock recorded in and out on a computer system





Once stock checks are completed the results are given to management to analyse. Any discrepancies may result in a recount or investigation to determine what has happened.





# Revision Activity 5

**How can stock checks be performed?**