

## **DRY FOOD AND PERISHABLE STOCK**

### **STANDARD OPERATING PROCEDURE**

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#### **Objective of SOP:**

The objective of dry food and perishable stock ordering and controlling is to efficiently manage inventory levels to meet demand while minimizing waste and ensuring product quality and safety.

#### **Reasons for Dry Stock Handling**

This is imperative that the correct procedures are followed when handling Dry Stock, for example Stock Rotation, checking the delivery against the Delivery Note. Please see below points for the process.

- Once the Delivery arrives, check the contents delivered against the Delivery note.
- Any missing items should be highlighted on the delivery note.
- Delivery note should then be scanned and sent to [supply@clal.co.uk](mailto:supply@clal.co.uk)

#### **Instructions on ordering (Non-food)**

- Target stock is set as per the quantity the hotel should hold at each hotel.
- Current stock will be worked out by the staff taking the stock count and putting the accurate numbers of the stock levels.
- Under your hotel name, enter the figures according to the number of quantities you want to order.
- Double-check and send the attachment to [supply@clal.co.uk](mailto:supply@clal.co.uk) on every Wednesday.

### **Instruction on ordering Breakfast items:**

- The breakfast order is to be placed on every Friday for Monday/Tuesday delivery and Thursday/Friday delivery.
- The dry food will be delivered on Monday/Tuesday delivery.
- The long-life food items are blacked out for delivery on Thursday/Friday as those items will be only delivered on Monday/Tuesday.

### **Bread & fruits expiration control:**

Proper expiration control for Bread and Fruit is essential to ensure food safety and minimize waste.

Bread, while having a longer shelf life, can still go stale or mouldy if not stored properly. It should be kept in a cool, dry place in a sealed container or bag to maintain freshness. Slicing and freezing bread that won't be consumed quickly can also extend its lifespan.

Similarly, fruits have varying expiration timelines depending on their type. Proper storage conditions such as refrigeration for perishable fruits like berries or bananas and keeping them away from ethylene-producing fruits like apples can help prolong their freshness.

Regularly inspecting fruits for signs of mould or rot and consuming them before they spoil is crucial. By practicing vigilant expiration control methods, we can maximize the quality and safety of these staple food items while minimizing unnecessary waste. Disposing the expired food items effectively is also important.