STOCKTAKE ONLINE
Where Hospitality meets Innovation

RESTAURANT OPENING INVENTORY KIT (EUROPE EDITION)

A comprehensive operational framework for new UK and European hospitality openings.

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1. INTRODUCTION

Opening a restaurant in the UK or Europe requires structure, accuracy, and financial discipline from day one. The first four weeks determine:

- GP stability
- Ordering behaviour
- Waste levels
- Supplier cost control
- Cashflow health
- Team training accuracy

This document provides a **fully operational, detailed and practical framework** to ensure that your restaurant launches with robust inventory controls, disciplined ordering workflows, accurate pricing, and a strong financial baseline.

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2. PRE-OPENING INVENTORY CHECKLIST (ULTIMATE EUROPEAN EDITION)

2.1 Storage Area Mapping

Area Type	Required Setup	Notes
Dry Store	Racking layout, aisle labels, item grouping zones	Avoid mixing packaging with food
Walk-In Fridge	Shelf plan, product temperature zones	Keep raw meat shelf at bottom
Freezer	Labelled zones for proteins, veg, pastry	Maintain FIFO tracking
Bar Cellar	Beer lines, spirit racks, Keg log	Record every barrel

Prep Areas	Section-specific ingredients	Prevent cross-team confusion
Chemical Store	Separate, locked area	Required by EU H&S guidelines

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2.2 Unit Standardisation Requirements

Template
✓ Yield calculator
✓ Conversion matrix
✓ Prep batch yield sheet
✓ Unit dictionary

Every new opening must standardise units across:

- **Purchase Unit** (case of 6, 5kg bag, 1L bottle)
- **Stock Unit** (each, kg, g, ml)
- **Recipe Unit** (g per portion, ml per cocktail)
- **Conversion Ratios** (5kg = 5,000g)
- **Yield %** (trim loss, cooking loss, bone weight)

Mandatory Templates Required:

Yield calculator

Conversion matrix

Prep batch yield sheet

Unit dictionary

2.3 Category Hierarchy Standards

Recommended Europe-wide structure:

Level	Categories
LEVEL 1	Food, Beverage, Non-Food
LEVEL 2	Food → Meat, Seafood, Dairy, Produce, Bakery, Dry Store, Frozen
	Beverage Wine, Beer, Spirits, Soft Drinks, Bar Consumables
	Non-Food Packaging, Cleaning, Linen, Consumables
LEVEL 3	Subcategories such as cheese type, meat cut, packaging material, wine region, etc.

2.4 Pre-Opening Administrative Tasks

- Create a digital product master list
- Assign allergen information (EU 14 allergens)
- Input nutritional and calorie values
- Register suppliers with operational notes
- Set user permissions for team members
- Define stock calendar and counting frequency
- Prepare opening day stocktake sheets
- Establish waste logging SOP
- Validate digital integrations (POS, accounting, ordering, inventory platform)

3. SUPPLIER SETUP FRAMEWORK

A well-structured supplier setup prevents pricing issues, stock errors, and GP volatility.

3.1 Supplier Registration Table

Field	Required Information	Example
Supplier Name	Legal trading name	Smith & Co
Category	Main supply type	Meat/Produce
Account Manager Contact	Name, phone, email	John Doe, 01234 567890
Delivery Days	Days of the week	Mon, Wed, Fri
Delivery Cutoff	Order deadline time	order before 10:00
Minimum Order	Value or quantity	£150 / 5 cases
Price List Provided	Yes/No	Yes
Allergen Data Provided	Yes/No	Yes
Product Specifications	Weight, pack size	5kg case
Notes	Contract terms, returns policy	30-day credit term

3.2 Supplier Due Diligence Checklist

- All price lists uploaded and verified
- All categories mapped
- All pack sizes confirmed
- All allergen and spec sheets collected

• Delivery windows confirmed
• Discounts or incentives logged
• Credit terms confirmed (7/14/30 days)
• Sustainability or ESG requirements (EU regulations) reviewed

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4. PRODUCT & CATEGORY MAPPING GUIDE

Product Name	Category	Supplier	Purchase Unit	Stock Unit	Conversion	Yield %	Allergens
Chicken Breast	Meat	Smith & Co	5kg case	g	1 case = 5000g	92%	None
Mozzarella Block	Dairy	Milano Foods	2kg block	g	1 block = 2000g	97%	Milk
Smoked Salmon	Seafood	Ford Supplies	1kg pack	g	1 pack = 1000g	95%	Fish

This ensures stock accuracy, variance reduction, and correct ordering.

4.1 Product Master Table Example

4.2 Required Documents Before Opening

Document Checklist
✓Supplier catalogues

✓Allergens and specifications
✓Nutritional data
✓**Calorie information** (mandatory in UK for >250 employees)
✓Storage instructions
✓Shelf-life and temperature guidelines

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5. RECIPE COSTING SETUP FRAMEWORK

5.1 Data Required Before Costing Any Dish

- Accurate ingredient prices
- Updated yields
- Correct conversion units
- Verified pack sizes
- Fully mapped prep items
- Cooking loss percentages

5.2 Recipe Template (Professional Version)

Field	Description
Dish Name	Menu item
Portion Size	Weight/volume
Ingredients	All components
Quantity	Recipe unit amount

Cost per Unit	Ingredient cost
Portion Cost	Total cost per dish
Selling Price	Menu price
GP %	Profit percentage
Prep Notes	SOPs, storage, shelf life

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6. GP CALCULATOR TEMPLATE (DETAILED)

Dish Name	Ingredient Cost (£)	Selling Price (£)	GP (£)	GP %	Ideal GP Target	Variance
Example Dish	3.20	12.50	9.30	74.4%	72%	+2.4%

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7. OPENING MONTH FORECASTING MODEL

Forecast Inputs Required

• Expected footfall
• Opening promotions
• Weather and seasonality
• Menu mix predictions
• Delivery vs dine-in split

• Supplier delivery schedules
• Shelf-life constraints

Forecasting Table

Week	Projected Sales (£)	Projected Usage	Recommended Orders	Notes
Week 1	[Input Figure]	[Input Figure]	[Input Figure]	High variance expected
Week 2	[Input Figure]	[Input Figure]	[Input Figure]	Stabilise prep levels
Week 3	[Input Figure]	[Input Figure]	[Input Figure]	Adjust to real demand
Week 4	[Input Figure]	[Input Figure]	[Input Figure]	Begin optimisation

8. SEVEN-DAY OPENING STOCKTAKE PLAN

Day	Required Action	Purpose
Day 0	Full stocktake	Establish baseline
Day 1	Delivery validation, spot checks	Catch early errors
Day 2	Waste review, prep accuracy	Correct misfires
Day 3	High-value stock count	Identify variance
Day 4	Supplier price verification	Control inflation
Day 5	Order forecast accuracy check	Adjust volumes
Day 7	Full stocktake	Confirm GP stability

9. WASTE MANAGEMENT SETUP GUIDE

Mandatory Waste Categories

- Overproduction
- Spoilage
- Prep mistakes
- Expired items
- Returned dishes
- Staff meals
- Breakage

Daily Waste Log Template

Date	Item	Weight/Qty	Reason	Cost	Logged By
[Date]	[Product Name]	[e.g., 200g/2 units]	[e.g., Spoilage/Prep mistake]	[Cost £]	[Team Member]

10. OPERATIONAL CONTROLS & PERMISSIONS

Access Levels

Role	Access	Restrictions
General Manager	Full access	None

Head Chef	Recipes, ordering, stock	No financials
Sous Chef	Stock movements	Limited recipes
Bar Manager	Bar stock, ordering	No kitchen access
FOH Manager	Waste logs, ordering notes	No stock edits

11. OPENING WEEK REPORTING FRAMEWORK

Required Daily Reports

• Delivery variance
• High-value item count
• Waste log
• Prep levels
• POS sales summary

Required Weekly Reports

• Full stocktake
• GP analysis
• Recipe performance
• Supplier pricing
• Ordering accuracy

12. UK & EU INVENTORY GLOSSARY

Terms include:

Term	Definition
FIFO	First In, First Out.
Yield loss	Percentage of product lost or unusable after preparation.
Conversion ratio	Multiplier used to change a purchase unit into a stock or recipe unit.

Theoretical GP	The GP% a menu item should achieve based on recipe cost and selling price.
Net consumption	Actual value/quantity of stock used: (Opening Stock + Purchases) - Closing Stock.
Stock variance	Difference between Theoretical Consumption and Actual Consumption.
Shrinkage	Unaccounted-for stock loss (theft, error, breakage).
Opening balance	Total value of physical stock at the start of an accounting period.
Closing balance	Total value of physical stock at the end of an accounting period.
Usage per cover	Quantity or cost of a product consumed for every customer served.