

# STOCKTAKE ONLINE — RESTAURANT STOCKTAKE CHECKLIST 2025

*Free Download • Expert Guide for Hospitality Operators*

**Ready to transform your stock control?**



**Book a Demo Today** (<https://www.stocktake-online.com/contact>)

## EXECUTIVE SUMMARY

Stocktaking is one of the most overlooked yet essential practices in restaurant management. This guide delivers operators a structured, step-by-step stocktake checklist, professional tips, and a free printable template. Paired with Stocktake Online automation, it transforms stock control from a tedious monthly ritual into a driver of profitability.

## KEY BENEFITS OF THIS CHECKLIST

- Accurate cost control and margin protection
- Reduced food and beverage waste
- Faster, audit-ready reporting
- Consistency across multi-site operations
- More confident decision-making

## CONTENTS

- Why Stocktaking Matters

- Risks of Poor Stocktakes
- The Restaurant Stocktake Checklist (Step-by-Step)
- Stock Areas & Counting Process
- Professional Tips to Increase Accuracy
- Sample Stocktake Table
- Stocktake Online Automation
- FAQs
- Get the Checklist & Book a Demo
- About Stocktake Online

## WHY STOCKTAKING MATTERS

Stocktaking is not simply about counting ingredients — it underpins cost control. Routine, accurate stocktakes provide visibility on actual vs theoretical consumption, highlight waste and theft, and align gross profit margins with supplier prices. For multi-site operators, a consistent stocktake process ensures that head office can compare results across sites, spot inefficiencies, and implement improvements effectively.

## RISKS OF POOR STOCKTAKES

Without a disciplined process, stocktakes directly undermine profitability:

- Human error: duplicated counts or transcription mistakes.
- Excess labour hours reconciling spreadsheets.
- Inaccurate P&L statements and misguided menu pricing.
- Loss of management confidence due to unreliable data.

## THE RESTAURANT STOCKTAKE CHECKLIST (STEP-BY-STEP)

### Pre-Stocktake Preparation

- Schedule counts during quiet trading hours.
- Clean and label storage areas.
- Prepare counting gear (tablet, scanner, scales).
- Ensure staff know assigned roles.

### Role Assignment

- Assign a counter, recorder, and verifier.
- Two-person teams reduce mistakes.

### Stock Categorisation

- Segment into: dry store, chilled, freezer, bar, packaging.
- Always use consistent units matching invoices.

## Counting Process

- Count one area at a time using FIFO for perishables.
- Double-count high-value items.
- Mark damaged/expired stock clearly.

## Recording & Verification

- Enter figures directly into an app or template.
- Cross-check against invoices and delivery notes.
- Ensure sign-off for compliance and audit traceability.

## STOCK AREAS & COUNTING PROCESS

- Kitchen dry store (tins, rice, flour, condiments).
- Walk-in fridge & freezer (produce, dairy, meats).
- Bar & cellar (kegs, wines, spirits).
- Packaging & disposables (napkins, takeaway boxes).
- Cleaning & consumables (detergent, sanitiser).

## PROFESSIONAL TIPS TO INCREASE ACCURACY

- Count during off-peak hours to minimise disruption.
- Always use two-person teams (counter + recorder).
- Provide refresher training and run spot audits.
- Adopt barcode scanning and mobile-led counts.
- Leverage variance reports for fast insights.

## SAMPLE STOCKTAKE TABLE (PRINTABLE)

Item	Location	Unit	On-Hand Qty	Unit Price	Total Value	Notes / Variance
All-Purpose Flour	Dry Store	kg	25	£0.85	£21.25	
Whole Milk	Fridge	L	12	£0.60	£7.20	
Smoked Salmon (Pack)	Fridge	pack	6	£4.50	£27.00	
Vodka 70cl	Cellar	bottle	8	£10.00	£80.00	

(Tip: Print and adapt this table for your own stocktakes.)

# STOCKTAKE ONLINE AUTOMATION

Checklists create structure, but automation delivers transformation.  
Stocktake Online moves beyond manual stocktakes by offering:

- Mobile app for fast, on-device counts.
- AI invoice scanning to auto-update deliveries and prices.
- Variance detection in seconds.
- Real-time dashboards across multi-site operations.
- Automated purchase orders and supplier management.

Stocktaking evolves from a monthly burden into a proactive profit driver.

## FAQS

**Q: How often should restaurants do a full stocktake?**

A: Most operators run monthly full counts with weekly cycle checks for high-value items.

**Q: Does the checklist work for both single and multi-site businesses?**

A: Yes. Templates ensure consistency, allowing head office to compare results easily.

**Q: Why use a checklist with Stocktake Online?**

A: The checklist enforces discipline, while Stocktake Online software prevents errors and provides instant insights.

## GET THE CHECKLIST & BOOK A DEMO

This free checklist is the first step.

For operators ready to save time, reduce waste, and gain real-time visibility,  
Stocktake Online is the #1 choice for hospitality stock control.

**Ready to transform your stock control?**



**Book a Demo Today** (<https://www.stocktake-online.com/contact>)

## ABOUT STOCKTAKE ONLINE

Stocktake Online is a global leader in hospitality inventory management software, trusted by thousands of operators worldwide.

With over a decade of expertise and a 4.7+ star rating, the platform empowers restaurants, hotels, bars, cafés, catering companies, and cloud kitchens to streamline

stock control, reduce waste, and maximise profitability.

Visit: <https://www.stocktake-online.com/about> (<https://www.stocktake-online.com/about>)

## GET IN TOUCH

Phone: **+44 (0) 203 696 1150**

Email: **[info@stocktake-online.com](mailto:info@stocktake-online.com)**