

MODULE - 3

STOCK TAKING

Stock taking is the counting of on-hand inventory. This means identifying every item on hand, counting it and summarizing these quantities by item. There may also be a verification step, where the count results are compared to the inventory unit counts in departmental PMS system. Stock taking is a common requirement of a periodic inventory system, and may also be required as part of departmental annual audit. Discrepancies between Housekeeping manual stock count and electronic records (PMS) allow picking up on a range of issues and putting processes into place to ensure better stock control and management. This will lead to increased profits in the future.

Importance of Stock taking

Stocktaking highlights stock control issues and areas where a department needs to improve on in order to be even more profitable. The importance of stock taking as follows: —

- Stock taking helps Housekeeping executive to find out any thefts in the department.
- A regular stocktaking will also highlight problems with damaged stock, unprocessed or missing orders, and poor stock control practices.
- Stocktaking will highlight any shortages department weren't aware of and will prompt to order more next time.
- Stocktaking acts to improve areas of weakness and loss.

Inventory: The term inventory can be described as the stocks of purchased operating supplies, equipment, and other items held for future use in housekeeping operations.

Inventory Control: Inventory control is a technique of maintaining and checking the stock in housekeeping department. Stock control involves purchasing, requisitions, receiving, storing, issuing to various sections of housekeeping department.

Par Stock: Par stock is the minimum level of supplies required to meet daily demands to ensure smooth operations. It is the standard quantity of each inventoried item that must be on hand to support daily, routine housekeeping operations.

Objectives of Housekeeping Inventory control

- To ensure corrective supply of recycled and non-recycled housekeeping supplies, so the operations should not suffer at any time.
- To avoid both under and over stocking of products.
- To maintain investments in working capital at the minimum level that is required according to the operations of the department.
- To minimize the loss through depreciation, pilferage, wastage or demand.
- To design a proper inventory system for the organization.
- To ensure right quantity and quality of housekeeping supplies at a reasonable prices.

Requisition

This is a form used for taking goods from the issuing department. Concerned head of the department containing information like name, unit cost, total cost, and signature, issued and balance prepared it. This is also known as indenting. Operating cost of a kitchen is deduced from this form and gross profit calculated. It is prepared in triplicate one goes to issuing the other to F & B control and the last remains with the copy .

- All items are issued against requisition prepared by authorized person.
- The requisitions are in triplicate.
- The original and carbon copy are in different colors.
- The top copy goes to store, 2nd copy to the department concern.
- The third copy is the book copy.

