

OTHER CONTROLLABLES STOREROOM

OBJECTIVE

To ensure that adequate quantities of all controllable expense items are on hand, readily available, in good condition and cost accountable.

MINIMUM STANDARDS

PROCEDURES

- A secure, locked storage area is identified
- A safe layout for the storage facility is identified
- A requisition system is in place
- Adequate pars, e.g, cleaning supplies, paper supplies are established and maintained

Pars are set by department head

A par is adequate only if supply of clean flatware, etc, never runs out (other than unusual occurrence such as breakdown of the dish machine)

Service to guests must never suffer, nor should valuable management time be lost due to lack of adequate equipment

FORMULAS FOR PAR STOCKS

No standard formula exists for par stocks that is appropriate for every property, however the information on the following pages may be used as a guide:

PAR STOCK GUIDELINES

INVENTORY FREQUENCY: at the end of third week (or at the discretion of the property) of the 3rd, 7th, 10th and 13th periods, a physical inventory is taken of all items in service and necessary orders placed to bring the inventory levels up to par.

Note: A par ensures that there is a sufficient supply of equipment on hand and available to those who need to expedite service. The system performs no use or purpose if part of the par stock is stored in a locked storeroom or ordered but "not yet here". Maintain accurate consumption forms and reorder with sufficient lead time.



OTHER CONTROLLABLES STOREROOM - Cont.

RETENTION OF PAR STOCK INVENTORY RECORDS:

At least the last six completed inventories are kept on hand for reference before being destroyed

GENERAL GUIDELINES

Items are purchased from approved vendors

Accurate records are kept for logging and balancing invoices

Purchase order and systems are established

STANDARD OPERATING PROCEDURES

Par Stock Guidelines

C H I N A

Cup, Demitasse	0.5 - 1 per seat (Restaurant / Lounge)
Saucer, Demitasse	0.5 - 1 per seat (Restaurant / Lounge)
Cup, Coffee	1 - 2 per seat
Saucer, Coffee	1 - 2 per seat
Cup, Double Cappuccino / Latte	0.25 - .5 per seat (Restaurant / Lounge)
Saucer, Double Cappuccino / Latte	0.25 - .5 per seat (Restaurant / Lounge)
Mug	2 - 3 per seat
Fruit Bowl / Monkey Dish	0.5 - 1 per seat (Restaurant)
Bouillon Cup	0.5 - 1 per seat
Rim Soup / Cereal Bowl	0.5 - 1 per seat
Pasta Bowl	0.5 - 1 per seat
Plate, Bread & Butter	2 - 3 per seat
Plate, Appetizer / Salad / Dessert	2 - 4 seat seat
Plate, Entrée	1.5 - 2 per seat
Plate, Entrée, Oversize	0.25 - .5 per seat
Sauceboat / Gooseneck	0.5 - 1 per seat (Restaurant / Room Service)
Ramekins	0.5 - 1.5 per seat (Restaurant / Room Service)
Creamer	1.25 - 1.5 per table / tray (Restaurant / Room)
Sugar Packet Holder	1.25 - 1.5 per table / tray (Restaurant / Room)
Teapot	0.15 - .25 per seat
Ashtray	1.25 - 1.5 per table

L I N E N

Tablecloths	3 - 4 per table
Napkins	3 - 4 per seat
Skirting	0.75 - 1.25 per conference table

* Par levels will vary based on restaurant and lounge concepts, business mix and laundry and warewashing facilities

STANDARD OPERATING PROCEDURES

Par Stock Guidelines

GLASSWARE

White Wine	1.5 - 2.5 per seat
Red Wine	0.75 - 1.5 per seat
Champagne Flute	0.5 - 1 per seat
Iced Beverage	2 - 3 per seat
Sherry / Port	0.15 - .25 per seat (Restaurant / Lounge)
Brandy	0.15 - .25 per seat
Double Old Fashioned	1 - 3 per seat
Highball	0.5 - 1.5 per seat
Beer / Pilsner	0.5 - 1.5 per seat
Martini	0.5 - 1 per seat
Irish Coffee	0.15 - .25 per seat (Restaurant / Lounge)
Shot Glass	0.25 per seat (Lounge)

FLATWARE

Demitasse Spoon	0.5 - 1 per seat (Restaurant / Lounge)
Teaspoon	2 - 3 per seat
Bouillon Spoon	0.75 - 1.5 per seat
Oval Bowl Soup/Dessert Spoon	0.75 - 1.5 per seat
Iced Teaspoon	0.5 - 1 per seat (Restaurant / Room Service)
Cocktail Fork	0.25 - 1 per seat
Salad / Dessert Fork	3 - 4 per seat
Dinner Fork	2 - 3 per seat
B & B Knife	1.25 - 2 per seat
Dinner Knife	1.5 - 2.5 per seat
Steak Knife	0.5 - 1 per seat