

Inventory Procedures

Inventory management is an integral component of any retail business. The processes outlined in this Procedures synopsis is key to the proper function of your juice bar. Following these processes, will facilitate your ordering processes and minimize shrink.

General Rules

- Order products once a week on a day that coincides with best receiving day. This is determined by finding out from your Performance Food Centers Rep how many days it takes for your order to ship.
- Conduct Cycle Counts prior to placing your order using Min/Max Guide.
- Conduct Cycle Counts with no distractions, ideally when Juice Bar is closed.
- Products should be shelved in the order that they are listed on the Min/Max Guide.
- You must have cameras in the Juice Bar and in the Storage Room.
- Cycle Counts must be performed weekly at a minimum; twice a week if there are Shrink issues.

Min/Max Guide

The first step in streamlining your Ordering process is establishing the Min/Max of each of the products you inventory.

The Min Level of a product is defined as The level of Inventory that is needed to be maintained so that no shortages occur until the next order is received.

The Max Level of a product is defined as The level of Inventory that will fit in the space you have comfortably but MUST NOT exceed three weeks of Sales.

- Each initial calculation is an estimate based on the history of similar clubs your size. Your Performance Food Centers Rep will guide you with initial estimates.
- Each week, adjust each Level in accordance to the amount of Sales of the previous week.
- Each week, place these new calculations on Min/Max Guide in the appropriate columns for both the current week and the next week.
 1. Doing this will always give you a reference of where your inventory was the previous week so new projections can be made.

Cycle Counts

Cycle Counts are nothing more than counting inventory of all stocked product on a regular and systemic basis.

- For best accuracy, store only bulk unopened product in a secure storage room.
- Open Product should be stored in the front end of your Juice Bar so that you may have quick access when making shakes. Open product should be secured as well.
- Print off multiple copies of the Min/Max Guide and place them on a clip board or in a folder and keep in Storage Room.
- Count product in Storage Room first and then when complete, count all Open Products in the Juice Bar space. Combine each Total. The Grand Total of each item is written in the On Hand column.
 1. It will be necessary to create gauges to more accurately measure Open Product. To do this, obtain a rigid ruler that has been calibrated for servings of dry and wet products. Action - This is an initiative that Simple Again will be working on too.

Calculating the Order Amount

On your designated day and time, calculate the Order Amount and either email or fax your Order to your Simple Again Rep.

To obtain an Order Amount, simply start by taking the On Hand amount and deducting from the Max Level amount.

Round up to the minimum Unit size sold. This is your Order amount!

Write the Order amount in the To Order column.

You are finished!

Job well done!