## **Monthly Stock Control Checklist**

Food items to be checked monthly					
All freezer cabinet stock					
Cereals					
Cakes and biscuits					
Beverages					
Cold Drinks - cans/cartons					
Ice-cream					
Instructions to stock checker.					
The above items require checking monthly.					
Where "best before" dates will expire before the next stock check is due note the action taken on the Monthly Stock Control Record.					

## **Monthly Stock Control Record**

Date checked	Checked by	Product	Best before date	Action taken	Notes	Supervisors initials
5/1/96	MS	Dairy Pack UHT Milk	16/1/96	Placed on offer until 16/1/96.	All sold by 10/1/96.	MS
		Mrs. Rudyard's Bakewells	1/2/96	Placed on offer until 1/2/96	2 packs remaining. Returned to supplier.	MS
6/2/96	TF	-	-	No action necessary	-	MS
5/3/96	PM	Milly's Malt Loaf	6/3/96	Removed from sale.	Destroyed.	MS