

GROCERY STORE INVENTORY CHECKLIST

(Check each day)

Pre-Inventory Preparation

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Organize inventory storage areas for easy access and clear labeling							
Ensure all inventory items have visible and accurate labels (barcodes or SKUs).							
Gather necessary tools: inventory software, barcode scanners, notepads, and pens.							
Verify that inventory records are up-to-date in the management system.							
Assign team members specific sections of the store for accountability.							
Complete these steps before beginning the inventory process to avoid delays or errors.							
<i>Additional Task:</i>							

Instructions:

- Complete these tasks promptly at the start of the shift to ensure smooth operations throughout the day.

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Perishable Items Inventory

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Check expiration dates on fresh produce, dairy, meat, and seafood items.							
Remove and record expired or spoiled items.							
Count and record quantities of items with sufficient stock.							
Inspect refrigeration and freezer units to ensure proper storage conditions.							
Verify rotation of stock using FIFO (First In, First Out) principles.							
<i>Additional Task:</i>							

Instructions:

- *Prioritize perishable items to minimize waste and maintain quality standards.*

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Dry Goods and Non-Perishables

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Count and record quantities of all dry goods (e.g., canned foods, grains, snacks).							
Verify that all items are stocked in the correct sections.							
Ensure shelf labels and pricing are accurate.							
Check for damaged packaging and remove items as needed.							
Restock shelves with backroom inventory as necessary.							
<i>Additional Task:</i>							

Instructions:

- *Maintain organization in shelving to simplify restocking and minimize errors.*

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Cleaning and Household Products

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Count and record quantities of detergents, paper products, and cleaning supplies.							
Inspect for damaged packaging or leaks in liquid products.							
Ensure all hazardous items are stored according to safety guidelines.							
Confirm accurate labeling and price tags for all items.							
Check for low stock and note items requiring reordering.							
<i>Additional Task:</i>							

Instructions:

- Pay attention to safety and ensure compliance with storage regulations for cleaning supplies.

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Specialty and Seasonal Items

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Review specialty items (e.g., imported foods, gourmet products) for accurate counts.							
Check stock levels of seasonal items (e.g., holiday products) and note upcoming demand.							
Remove and record any expired or damaged specialty items.							
Ensure that specialty displays are organized and attractively arranged.							
Verify pricing accuracy for high-demand or promotional items.							
<i>Additional Task:</i>							

Instructions:

- Monitor specialty and seasonal items closely to adjust orders based on trends.

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Post-Inventory Wrap-Up

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Compare physical inventory counts with system records to identify discrepancies.							
Investigate and resolve discrepancies (e.g., theft, spoilage, misplacement).							
Update inventory management software with the latest counts.							
Prepare reorder lists for low-stock or out-of-stock items.							
Clean and organize inventory areas for the next cycle.							
<i>Additional Task:</i>							

Instructions:

- *Focus on accuracy and resolving discrepancies to improve future inventory processes.*