

Daily Stock Count Form

Stock and kitchen · Daily

Count details

Business name

Date

Storage / kitchen

Counted by

Critical items

Product	Unit	System	Counted	Variance	Initials

Closing

Question	Yes	No	Initials	Notes
Is the system balance from the report at the time of the count?	☐	☐		
Were rows with variances linked to waste or stock entries?	☐	☐		
Were open packages and partially filled containers weighed?	☐	☐		
Will the count be entered in Ritapos?	☐	☐		

Variance explanation

Signature

Counter's signature

Manager's signature

Time

This form is a checklist for training purposes. It does not change your municipal, food registration, or occupational health obligations. Confirm local requirements in writing.