

COST CONTROL BEST PRACTICES

Manage foodservice costs with this top priority checklist.

Building a culture that is focused on fiscal stewardship is key to operational success. More than task-driven activities, it must be interwoven throughout the daily foodservice mindset. Use this checklist to help assure focus on the most sensitive cost-control areas in your operation. Your Gordon Food Service® team can help you dive deeper!



Procurement

- Prime broadline distributor contract utilized
- GPO contract compliance maximized
- Order guide streamlined for cross-utilization
- Par levels on order guide
- Inventory taken prior to ordering

Menu & Food Production

- Menus and recipes adjusted to enable cross-utilization
- Menu reviewed and adjusted relative to price swings
- Retail, "Always Available", catering and other offerings streamlined with main menu
- All menus are costed out to meet budget
- Standardized recipes available and followed by staff
- Recipes scaled by census and updated with census changes
- Production worksheets utilized
- Proper kitchen tools available (scales, serving utensils, etc.)
- Staff follows portion sizes indicated on recipes and spreadsheets

Waste Reduction

- Pre-consumer food waste tracked and analyzed
- Food waste after meals tracked and analyzed

Operations

- Deliveries checked in and reviewed for accuracy
- Storage areas organized; items rotated, labeled and dated
- Primary use of chinaware; limited use of disposables
- Security measures in place to control access to inventory
- Employee meals tracked and reevaluated
- Nursing-unit stock par levels set and monitored
- Preventative maintenance scheduled for equipment

Financial

- Timely processing of invoices and credits
- Floor stock and catering charged to appropriate department
- High-cost food categories reviewed regularly
- Retail pricing strategy analyzed
- Key Performance Indicators (KPIs) for costs and productivity analyzed
- Business planning session with prime vendor