**A) Policy Statement**

It is the policy of the Food & Nutrition Service (FANS) to consistently maintain inventory levels of all food supplies at sufficient levels to meet all demands of the department.

**B) Purpose of Policy**

To establish a mechanism designed to ensure the safe and accurate inventory of food and nutrition products.

**(C) Procedure**

1. The Director, or his designee, is responsible for maintenance of appropriate inventory levels in storerooms, freezers, walk-ins and all refrigerators.

2. Inventory will be taken on a monthly basis.

3. Maintain inventory, appropriate to meet the requirements of the menu, on the premises for ten days usage of staple goods and 4 days perishables.

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**Review/Revision Completed By:**

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<th>Date</th>
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**Next Review Date:** 4/1/2020

Policies Superseded by This Policy: