All employees are expected to ensure that all food products are accounted for at all times. This means that the restaurant’s physical inventory must always match what the computer (POS system) shows as being on hand and ready to sell. Every night a manager counts the food items in the restaurant. That means that the closing manager counts every meat patty, bun, etc. The manager daily counts everything sold. Those counts are entered into the computer. If the manager count is different from the computer count, then a food shortage has occurred.

Example:

<table>
<thead>
<tr>
<th>Starting Inventory</th>
<th>100 Orange Juice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange Juice sold</td>
<td>-40 Orange Juice</td>
</tr>
<tr>
<td>Computer Count</td>
<td>60 Orange Juice</td>
</tr>
<tr>
<td>Manager Count</td>
<td>55 Orange Juice</td>
</tr>
</tbody>
</table>

5 Orange Juice are missing. **How?**

- They were stored in the wrong place.
- They were damaged and then thrown away without the manager’s knowledge (uncounted waste.)
- The cashier did not record the sale of the orange juice in the register but gave the orange juice to a customer (theft).
- An expediter put it in a customer’s bag or on a tray, but it wasn’t listed on the receipt (theft).
- An employee gave it to a friend or someone at the counter or drive-thru and they did not pay for it (theft.)
- An employee drank it when the manager was not looking (theft.)
- An employee hid it and took it out of the restaurant when the shift ended (theft.)
- A customer complained and an employee gave the customer the food or drink item without consulting a manager first. These items **must** be recorded in the appropriate manner. Failure to record items will result in disciplinary action up to and including termination.

**Food that is given away or taken by the employee without proof of purchase is considered theft and the employee will be immediately terminated.**

I have read and understand the above policy and agree to properly account for all food products.