

Food Cost Leak Checklist

Identify visible control gaps before they become accepted operating noise.

INSTRUCTIONS

Select Yes only when the control is documented and consistently used. Select No when it is absent or inconsistent. Select ? when you cannot verify it today.

Restaurant

Date

Role

A Purchasing and vendor control

#	Control check	Yes	No	?
1	Supplier price changes are reviewed against prior invoices or approved terms.			
2	Pack size, unit of measure, and unit price are verified before comparisons are made.			
3	Credits, returns, shortages, and damaged-product adjustments are tracked to resolution.			
4	Unexpected fees, substitutions, and duplicate charges receive documented review.			
5	Invoice quantities and prices are reconciled to receiving records or approved exceptions.			

B Inventory and transfer control

#	Control check	Yes	No	?
6	Food inventory is counted on a consistent schedule using a defined item scope.			
7	Beginning and ending inventory use compatible count and valuation rules.			
8	Transfers between locations, departments, or cost centers are recorded consistently.			
9	Material inventory variances are investigated instead of being adjusted away without explanation.			
10	High-value or high-usage items receive periodic spot checks between full counts.			

C Recipe, yield, and portion control

#	Control check	Yes	No	?
11	Priority menu items have approved recipes with current ingredient costs.			
12	Preparation yields and trim or cooking losses are recorded for material ingredients.			
13	Pack, case, each, weight, and volume conversions are explicit and kept current.			
14	Portion standards are supported by usable tools, training, and management verification.			
15	Menu prices and item contribution are reviewed when ingredient costs or portions change.			

D Waste and operating control

#	Control check	Yes	No	?
16	Waste and spoilage are logged by item, quantity, reason, date, and responsible area.			
17	Comps, promotions, staff meals, and overproduction are recorded separately from waste.			
18	Receiving shortages, quality problems, and preparation-yield exceptions are documented.			
19	Recurring control failures produce a named owner, corrective action, and review date.			
20	Management can distinguish estimated exposure from confirmed or realized results.			

E Reporting and accountability

#	Control check	Yes	No	?
21	Food-cost reporting uses consistent sales, purchase, transfer, and inventory period boundaries.			
22	Actual food cost is compared with a defined theoretical, standard, or management target.			
23	Missing recipes, mappings, yields, conversions, costs, or counts are flagged - not treated as zero.			
24	Managers review food cost and prime cost on a defined weekly or monthly schedule.			
25	Improvement actions have a proof measure so completed work can be verified.			

Turn the checklist into priorities

This screen identifies control questions. It does not calculate loss, prove causation, or guarantee savings.

Yes	No	Unknown	Top area	Review date
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TRIAGE GUIDE

0-4 No or ? - VERIFY

Few visible gaps. Confirm the answers against actual records before concluding controls are effective.

5-9 No or ? - PRIORITIZE

Several gaps or unknowns are visible. Select the three most material and assign owners and dates.

10+ No or ? - DIAGNOSE

Uncertainty spans several areas. A structured review may be more efficient than isolated fixes.

YOUR NEXT FOUR ACTIONS

- 1 Circle the three No or ? responses most likely to affect purchasing, inventory, recipes, portions, or waste.
- 2 Assign one accountable owner and one review date to each priority.
- 3 Gather the invoices, POS, inventory, recipe, and waste records needed to verify each issue.
- 4 If gaps span several areas, apply for the Restaurant Profit Retention Audit.

NEED A DEEPER REVIEW?

Kitchen Savvy PRO reviews purchasing, food cost, menu economics, portions, yield, waste, and operating controls - then delivers evidence-based priorities and a 30/60/90-day action plan.

Apply: kitchen-savvy-pro.arstanton01.chatgpt.site