



Restaurant Food Cost Control & Waste Management Audit 2026 Checklist

Inventory Procurement & Receiving Audit

Verification of invoice accuracy, weight/quantity checks upon delivery, and inspection of ingredient quality and freshness.

Delivery Date

Enter date...

Vendor Name

Write something...

Invoice Number

Enter a number...

Items Received Condition

- ☐ Damaged Packaging
- ☐ Temperature Within Range
- ☐ Correct Quantity
- ☐ Weight Discrepancy

Upload Delivery Note/Invoice Photo

 Upload File

Receiving Officer Signature

Storage & Temperature Management

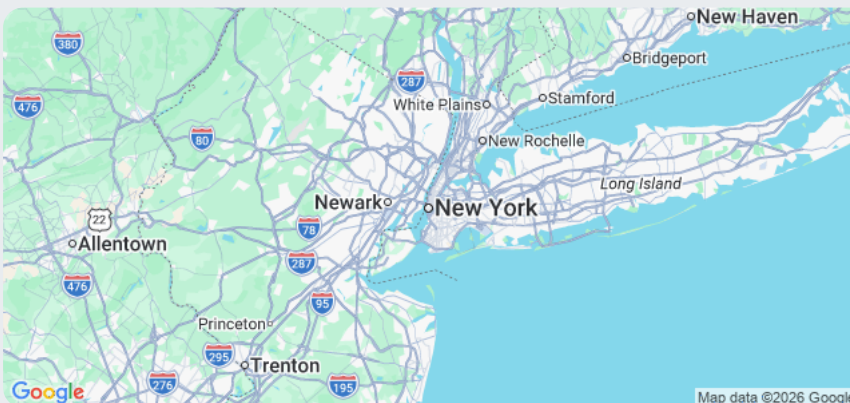
Monitoring of dry storage, walk-in coolers, and freezers for correct temperature levels and proper FIFO (First-In, First-Out) rotation.

Inspection Date

Enter date...

Storage Area/Unit ID

 [Set My Current Location](#)



Walk-in Cooler Temperature (°C/°F)

Enter a number...

Walk-in Freezer Temperature (°C/°F)

Enter a number...

FIFO Compliance Status

- ☐ Compliant
- ☐ Non-Compliant
- ☐ Action Required

Observed Storage Issues

- ☐ Improper Labeling
- ☐ Expired Items Found
- ☐ Uncovered Food
- ☐ Overcrowded Shelving
- ☐ Cross-Contamination Risk

Corrective Actions Taken

Write something...

Supervisor Verification

Production & Portion Control Verification

Review of standardized recipe compliance, weighing of proteins/high-value items, and assessment of portioning tool accuracy.

Audit Date

Standardized Recipe Compliance Status

- ☐ Full Compliance
- ☐ Partial Compliance
- ☐ Non-Compliant

Portion Weight Variance (%)

Observed Portioning Errors

- ☐ Over-portioning
- ☐ Under-portioning
- ☐ Incorrect Ingredient Ratio
- ☐ Inconsistent Presentation

Corrective Actions Taken

Write something...

Kitchen Manager Approval

Food Waste Tracking & Disposal Log

Audit of daily waste logs, identification of causes (spoilage, over-prep, or plate waste), and evaluation of disposal procedures.

Date of Waste Recording

Enter date...

Waste Category

- ☐ Spoilage/Expired
- ☐ Preparation Error
- ☐ Plate Waste (Customer Return)
- ☐ Over-production
- ☐ Damaged Goods

Item Description

Write something...

Quantity Wasted (kg/units)

Enter a number...

Estimated Cost Loss (\$)

Enter a number...

Root Cause Analysis

Write something...

Kitchen Supervisor Verification

High-Value Ingredient Tracking

Specific scrutiny of expensive proteins, oils, and specialty items to prevent shrinkage and unauthorized usage.

Audit Date

Enter date...

Ingredient Name

Write something...

Expected Stock Level (Units)

Enter a number...

Actual Stock Level (Units)

Enter a number...

Variance Amount

Enter a number...

Discrepancy Reason

- ☐ Spillage/Damage
- ☐ Theft/Shrinkage
- ☐ Incorrect Portioning
- ☐ Unrecorded Waste
- ☐ None/Match

Supporting Invoice or Photo Evidence

 Upload File

Auditor Signature

Menu Engineering & Yield Analysis

Assessment of dish profitability vs. actual usage and checking for menu item discrepancies compared to theoretical food costs.

Audit Date

Menu Item Category

- ☐ Appetizers
- ☐ Main Course
- ☐ Desserts
- ☐ Beverages

Theoretical Food Cost Percentage (%)

Actual Food Cost Percentage (%)

Yield Variance Analysis

Write something...

Identified Profitability Issues

- ☐ Over-portioning
- ☐ Unrecorded Waste
- ☐ Inaccurate Recipe Usage
- ☐ Supplier Price Fluctuations

Auditor Signature

Staff Training & Compliance Review

Evaluation of kitchen staff knowledge regarding portioning standards, waste reporting, and efficient prep techniques.

Training Completion Date

Enter date...

Training Modules Completed

- ☐ Portion Control Standards
- ☐ FIFO & Stock Rotation
- ☐ Waste Log Documentation
- ☐ Food Safety & Hygiene
- ☐ Recipe Adherence

Staff Competency Level

- ☐ Beginner
- ☐ Intermediate
- ☐ Advanced/Certified

Trainer Observations & Identified Gaps

Write something...

Trainer Signature

Equipment Maintenance & Operational Efficiency

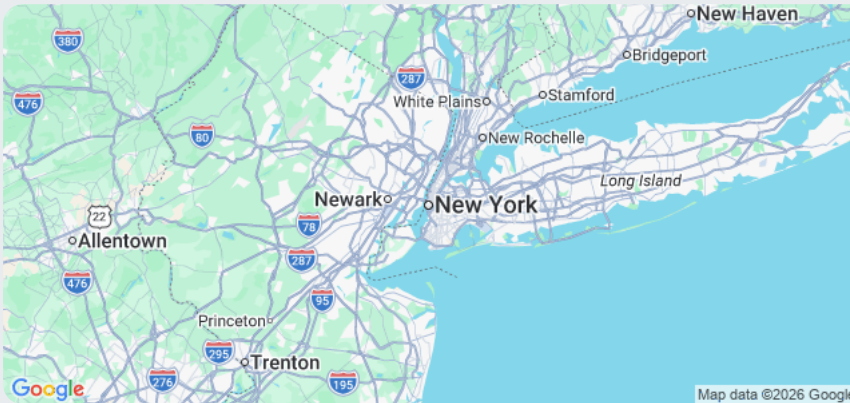
Checking for malfunctioning seals, refrigerators, or scales that contribute to food spoilage or inaccurate measurement.

Inspection Date

Enter date...

Kitchen Station or Unit Location

 [Set My Current Location](#)



Refrigerator/Freezer Temperature Check

- ☐ Within Safe Range
- ☐ Warning: Temperature Fluctuating
- ☐ Critical: Temperature Out of Range

Equipment Inspected

- ☐ Walk-in Cooler
- ☐ Walk-in Freezer
- ☐ Prep Tables & Surfaces
- ☐ Dishwasher & Sanitation Station
- ☐ Cooking Ranges & Ovens
- ☐ Scales & Portioning Tools

Maintenance Issues Identified

Write something...

Photo Evidence of Defective Equipment

 Upload File

Kitchen Manager Signature

< Previous

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🔑 Finish

 Generate Sample Report