

# Chapter 5

## Activity 5.1 Test Your Knowledge of Purchasing and Inventory IQ

### **Directions**

Mark each of the following statements related to purchasing and inventory as either true (T) or false (F). For each false statement, rewrite it to make it a true statement.

### **Part 1—Introduction to Purchasing**

- \_\_\_ 1. The five major steps of the purchasing process include: determine the needs of the operation, identify quality standards, order products/services, receive deliveries, and store/issue products.

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- \_\_\_ 2. The first goal of purchasing is to make sure that the chef's favorite items are readily available.

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- \_\_\_ 3. Specifications are set by the manager to clearly communicate the quality standards for each item used by the operation.

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- \_\_\_ 4. Retailers are those who sell products directly to the public; therefore, a restaurant primarily would be considered a retailer.

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- \_\_\_ 5. Bids are rarely used by large operations when pricing products because a verbal price quote is all that is needed.

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\_\_\_ 7. The two economic factors that influence the price of an item are supply and demand.

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**Part 3—Managing Purchases**

\_\_\_ 1. The most important part of the receiving process is inspecting and rejecting deliveries.

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\_\_\_ 2. An invoice is the supplier’s bill listing the actual goods delivered to the buyer.

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\_\_\_ 3. Perishable items should be stored in the cooler or freezer immediately after the delivery has been accepted.

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\_\_\_ 4. When storing perishable items in the cooler, it is acceptable to place raw meats above ready-to-eat foods.

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\_\_\_ 5. Issuing is the process of tracking food that leaves the storeroom through when it is put into production.

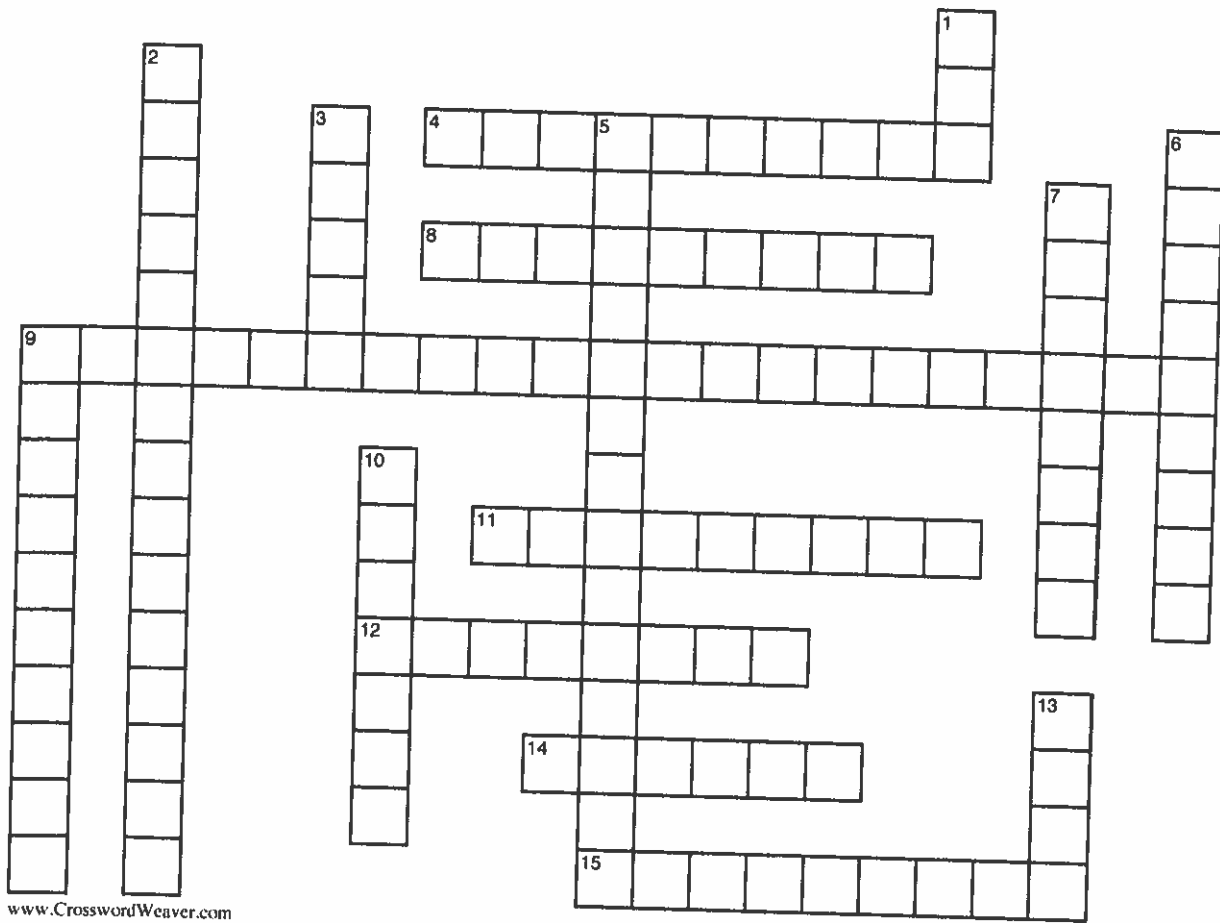
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\_\_\_ 6. Inventory shrinkage applies to items such as steaks, which lose size during the cooking process.

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## Activity 5.4 Product Specifications

### Directions

You have been hired as the chef for a new restaurant that will be opening in six weeks. The owner has asked you to create the product specifications for the following items that will be used on the new menu. Using the space provided or word processing software, complete the product specifications.

### Easy Street Café New Menu Items

- ¼-lb Burger served with choice of American cheese, cheddar cheese, or bacon; Garnished with a slice of lettuce, pickle spear, tomato, and onion.
- Bacon, lettuce, and tomato sandwich served on white toast
- Include the following items in your product specification:
  - Intended use
  - Brand name (if applicable)
  - Exact name
  - Market form
  - Packaging
  - Size
  - USDA grade (if applicable)

#### Product Specification Sheet

	Description
Intended use	
Brand name	
Exact name	
Market form	
Packaging	
Size	
USDA grade	

## Activity 5.5

### Lab—Make-or-Buy Analysis

#### Directions

You have been asked to conduct a make-or-buy analysis for the Easy Street Café. The manager of the café is considering adding jumbo oatmeal raisin cookies to the menu. She expects to sell at least four dozen cookies per day and needs a recommendation on whether it will be more cost effective to make or buy the cookies.

Using the recipe provided, make a batch of jumbo oatmeal raisin cookies. Use the worksheet below to record your cost of ingredients and also to record the amount of time spent preparing and baking the cookies. After baking the cookies, contact the local bakery or bakeshop within a grocery store and find out the price for a similar cookie. You may also want to check an online grocery store such as <http://peapod.com>. After gathering your data, write a short one- to two-paragraph recommendation to the manager explaining your recommendation to either make or buy the cookies.

#### Oatmeal Raisin Cookies

Yield: 8 dozen (approximately) Serving Size: 1 cookie

Measure	Ingredients
2¼ lb	All-purpose flour
1 oz	Baking soda
½ oz	Cinnamon, ground
½ oz	Salt
3 lb	Butter, soft
1 lb, 3 oz	Sugar
3½ lb	Light brown sugar
10	Eggs
1 fl oz	Vanilla extract
3 lb, 3 oz	Rolled oats
1½ lb	Raisins

#### Directions

1. Line sheet pans with parchment paper.
2. Sift together the flour, baking soda, cinnamon, and salt.
3. Cream the butter and sugars on medium speed with a paddle attachment until the mixture is smooth and light in color, about 10 minutes. Scrape down the bowl periodically.
4. Blend the eggs and vanilla.
5. Add the egg-vanilla mixture to the butter-sugar mixture in three additions. Mix until fully incorporated. After each addition, scrape down the bowl as needed.
6. On low speed, mix in the sifted dry ingredients and the oats and raisins until just incorporated.



# Activity 5.7

## Put Your Order in Order

### Directions

#### Part 1

Answer the following questions based on what you have learned about receiving, storing, and issuing in Chapter 5.

1. When receiving a delivery, you notice the invoice lists ten cases of tomatoes. The actual delivery only includes nine cases of tomatoes. Can you think of a way to handle the situation at the moment, and what could you use to substitute for the tomatoes if it is needed?

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2. What are the two most common methods used to track foodservice inventories? What are the similarities and differences between these two methods? Which would you prefer to use in your restaurant? Why?

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3. Describe the difference between issuing and pilfering.

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## Activity 5.8

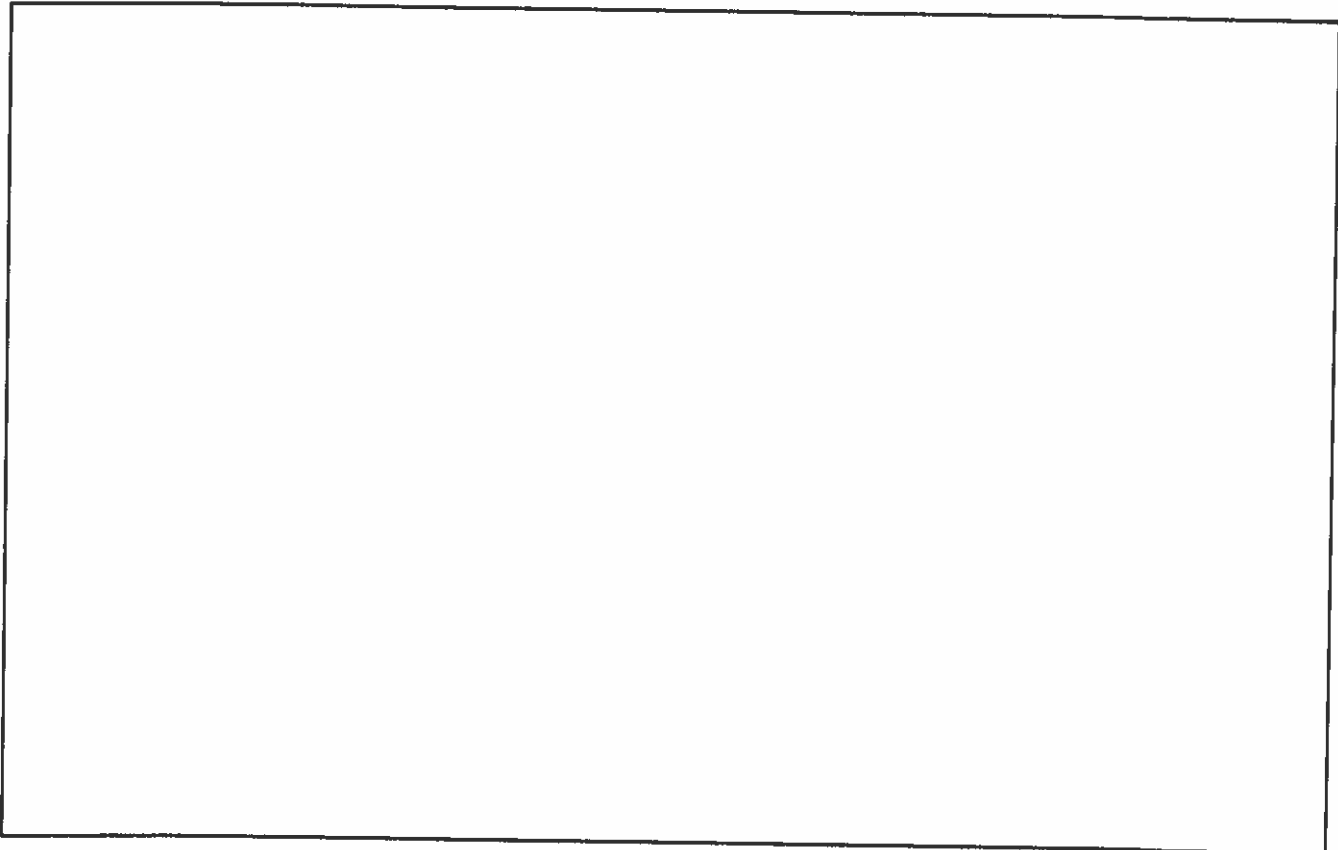
# Poster—Preventing Spoilage and Cross-Contamination

### ***Directions***

You have been asked by your manager to create a training poster that can be used with new hires and also as a refresher for existing employees to encourage safe practices for storing raw and cooked food. Be creative, but also emphasize the importance of safe food storage practices in order to prevent a foodborne-illness outbreak in the operation. Include information on storing the following items:

- Leftovers
- Seafood
- Beef or pork (raw and cooked)
- Ground meat
- Poultry
- Vegetables
- Eggs
- Beverages

The poster can be created using poster board, the space provided below, or your computer. The poster should include images of the different food items, suggestions for storing, and ways to maximize space safely within the refrigerator.





## Part 2

Using the information below and the numbers provided in the chart, answer the following questions:

1. The manager was pleased to see the food inventory value was consistent with similar month's sales and invoices. Sales during September had been a little lower than expected; however, the chef had ordered the same amount of product as if the forecast was met. If sales for the restaurant were \$150,000, what was the food cost percentage?

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2. The original sales forecast was \$175,000 in food sales. If the inventory levels remained the same but the sales forecast was met, what would the food cost percentage have been?

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3. Based on the monthly restaurant sales and the total cost of food for September, did the restaurant have a profit or loss for the month?

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