

The Gravity Food Cost, Inventory & Purchasing System

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How to Use These Forms

- Use the official tool ID and title. Do not rename a form in a way that breaks the connection to the system directory.
- Reference source records instead of copying sensitive or official records unnecessarily.
- Use the applicable approved local standard when it differs from a general model or example, and record the source/version.
- A form is not closed until the decision, owner, due date, and verification or next review are clear.
- Use this DOCX for controlled customization. Use the fixed PDF for normal printing and distribution.

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Weekly Food Cost Tracking Checklist

Tool ID	Owner	Frequency	Version
GRV-F01	GM / Kitchen Manager	Weekly	1.0

Purpose: Confirms the period, source reports, beginning inventory, purchases, ending inventory, food sales, and unresolved adjustments before management interprets food cost.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Core Calculation Worksheet

Tool ID	Owner	Frequency	Version
GRV-F02	GM / Kitchen Manager	Weekly	1.0

Purpose: Calculates approved food-cost measures from documented source values and records the definition used so different managers do not calculate the same metric differently.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Inventory Area Setup Checklist

Tool ID	Owner	Frequency	Version
GRV-F03	Kitchen Manager	At setup and quarterly	1.0

Purpose: Defines every count area, ownership, count sequence, storage boundary, and exclusion before inventory is used as management evidence.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Area / item / category	_____
Purchase unit	_____
Count unit	_____
Quantity / on hand	_____
Unit cost / conversion	_____
Recount / verification	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Storage Area Map Worksheet

Tool ID	Owner	Frequency	Version
GRV-F04	Kitchen Manager	At setup and when changed	1.0

Purpose: Maps where controlled products are stored so count sheets, pars, transfers, receiving, and accountability use the same physical boundaries.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Area / item / category	_____
Purchase unit	_____
Count unit	_____
Quantity / on hand	_____
Unit cost / conversion	_____
Recount / verification	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Unit of Measure Setup Worksheet

Tool ID	Owner	Frequency	Version
GRV-F05	Inventory Manager	At setup and when products change	1.0

Purpose: Standardizes purchase, count, recipe, and usage units so conversions are documented instead of guessed.

RECORD	
Restaurant / location	
Date / period	
Record owner	
Source / evidence reference	

CONTROL EVIDENCE	
Area / item / category	
Purchase unit	
Count unit	
Quantity / on hand	
Unit cost / conversion	
Recount / verification	
Decision / status	
Owner	
Due date / next review	

DECISION & REVIEW	
Decision / status	
Corrective action / support	
Action owner	
Due date	
Verification / closure evidence	
Reviewed by / review date	
Next review / escalation	

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Inventory Count Sheet

Tool ID	Owner	Frequency	Version
GRV-F06	Inventory Team	Weekly	1.0

Purpose: Captures item-level quantity and unit-cost evidence for a controlled count period.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Area / item / category	_____
Purchase unit	_____
Count unit	_____
Quantity / on hand	_____
Unit cost / conversion	_____
Recount / verification	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Weekly Inventory Routine Checklist

Tool ID	Owner	Frequency	Version
GRV-F07	Inventory Manager	Weekly	1.0

Purpose: Verifies count timing, count team, area sequence, open-item rules, recounts, extensions, review, and filing.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Area / item / category	_____
Purchase unit	_____
Count unit	_____
Quantity / on hand	_____
Unit cost / conversion	_____
Recount / verification	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Inventory Accuracy Review Form

Tool ID	Owner	Frequency	Version
GRV-F08	GM / Inventory Manager	Weekly	1.0

Purpose: Tests count quality through recounts, unusual movement, unit-cost changes, missing items, negative usage, and unexplained extensions.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Area / item / category	_____
Purchase unit	_____
Count unit	_____
Quantity / on hand	_____
Unit cost / conversion	_____
Recount / verification	_____
Employee / trainee	_____
Position / station	_____
Standard / SOP version	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Ordering Responsibility Checklist

Tool ID	Owner	Frequency	Version
GRV-F09	GM / Kitchen Manager	At setup and quarterly	1.0

Purpose: Clarifies who forecasts, builds orders, approves exceptions, submits orders, receives product, resolves credits, and updates pars.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Vendor / supplier	_____
Order / invoice reference	_____
Expected quantity / price	_____
Received / approved quantity	_____
Shortage / substitution / price issue	_____
Credit / follow-up	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Sales Forecast & Ordering Planner

Tool ID	Owner	Frequency	Version
GRV-F10	Ordering Manager	Before each order cycle	1.0

Purpose: Connects an approved demand assumption to on-hand quantity, expected usage, par, lead time, and order decision.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Vendor / supplier	_____
Order / invoice reference	_____
Expected quantity / price	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Par Level Builder Worksheet

Tool ID	Owner	Frequency	Version
GRV-F11	Kitchen Manager	At setup and monthly	1.0

Purpose: Sets and reviews item pars using demand, lead time, delivery rhythm, storage capacity, safety stock, waste risk, and service requirements.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Area / item / category	_____
Purchase unit	_____
Count unit	_____
Quantity / on hand	_____
Unit cost / conversion	_____
Recount / verification	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Order Guide Template

Tool ID	Owner	Frequency	Version
GRV-F12	Ordering Manager	Each order cycle	1.0

Purpose: Creates one controlled item list with vendor, pack, unit, current on-hand, par, suggested order, approved order, and exception notes.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Vendor / supplier	_____
Order / invoice reference	_____
Expected quantity / price	_____
Received / approved quantity	_____
Shortage / substitution / price issue	_____
Credit / follow-up	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Supplier Order Review Form

Tool ID	Owner	Frequency	Version
GRV-F13	Ordering Manager	Each order cycle	1.0

Purpose: Reviews order value, unusual quantities, substitutions, price changes, minimums, unavailable items, and approval before submission.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Vendor / supplier	_____
Order / invoice reference	_____
Expected quantity / price	_____
Received / approved quantity	_____
Shortage / substitution / price issue	_____
Credit / follow-up	_____
Employee / trainee	_____
Position / station	_____
Standard / SOP version	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Receiving & Invoice Check Form

Tool ID	Owner	Frequency	Version
GRV-F14	Receiver / Manager	Each delivery	1.0

Purpose: Matches delivered product to order and invoice, records shortages, substitutions, damage, price differences, credits, and management follow-up.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Vendor / supplier	_____
Order / invoice reference	_____
Expected quantity / price	_____
Received / approved quantity	_____
Shortage / substitution / price issue	_____
Credit / follow-up	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Daily Waste Log

Tool ID	Owner	Frequency	Version
GRV-F15	Shift Manager	Daily	1.0

Purpose: Records discarded product by item, quantity, value estimate, reason, station, shift, and immediate response.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Item / product	_____
Quantity	_____
Estimated value	_____
Reason category	_____
Station / shift	_____
Immediate response	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Food Waste Category Tracker

Tool ID	Owner	Frequency	Version
GRV-F16	Kitchen Manager	Weekly	1.0

Purpose: Groups waste into controllable categories such as overproduction, spoilage, trim, error, remake, expired product, or service recovery so patterns become visible.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Item / product	_____
Quantity	_____
Estimated value	_____
Reason category	_____
Station / shift	_____
Immediate response	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Spoilage & Expired Product Log

Tool ID	Owner	Frequency	Version
GRV-F17	Shift Manager	As found; weekly review	1.0

Purpose: Documents product lost to date control, storage failure, quality breakdown, missed rotation, or purchasing error and assigns correction.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Item / product	_____
Quantity	_____
Estimated value	_____
Reason category	_____
Station / shift	_____
Immediate response	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Returned Food & Remake Tracker

Tool ID	Owner	Frequency	Version
GRV-F18	FOH / Kitchen Manager	Daily	1.0

Purpose: Separates guest returns and remakes from ordinary waste and identifies whether the cause was quality, accuracy, timing, specification, or service recovery.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Item / product	_____
Quantity	_____
Estimated value	_____
Reason category	_____
Station / shift	_____
Immediate response	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Weekly Waste Pattern Review

Tool ID	Owner	Frequency	Version
GRV-F19	Kitchen Manager	Weekly	1.0

Purpose: Summarizes repeated waste by item, reason, station, shift, dollar exposure, and root-cause hypothesis before selecting corrective action.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Item / product	_____
Quantity	_____
Estimated value	_____
Reason category	_____
Station / shift	_____
Immediate response	_____
Employee / trainee	_____
Position / station	_____
Standard / SOP version	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Portion Tool Checklist

Tool ID	Owner	Frequency	Version
GRV-F20	Kitchen Manager	Weekly	1.0

Purpose: Verifies scales, scoops, ladles, cups, cut guides, dispensers, and other portion tools are available, identified, usable, and matched to current standards.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Recipe / item / batch	_____
Approved yield / portion	_____
Planned quantity	_____
Actual quantity	_____
Tool / method	_____
Observed variance / cause	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Recipe Portion Standard Page

Tool ID	Owner	Frequency	Version
GRV-F21	Chef / Kitchen Manager	For each recipe; at change	1.0

Purpose: Defines approved yield, portion, ingredient quantity, unit, production notes, and verification method for one recipe or batch.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Recipe / item / batch	_____
Approved yield / portion	_____
Planned quantity	_____
Actual quantity	_____
Tool / method	_____
Observed variance / cause	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Portion Audit Form

Tool ID	Owner	Frequency	Version
GRV-F22	Kitchen Manager	Weekly and spot checks	1.0

Purpose: Samples actual portions against the approved standard and records variance, cause, coaching, equipment, and retest evidence.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Recipe / item / batch	_____
Approved yield / portion	_____
Planned quantity	_____
Actual quantity	_____
Tool / method	_____
Observed variance / cause	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Prep List Builder Worksheet

Tool ID	Owner	Frequency	Version
GRV-F23	Prep Lead / Kitchen Manager	At setup and menu change	1.0

Purpose: Builds a repeatable prep requirement from forecast, on-hand usable quantity, par, batch yield, carryover, and approved buffer.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Recipe / item / batch	_____
Approved yield / portion	_____
Planned quantity	_____
Actual quantity	_____
Tool / method	_____
Observed variance / cause	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Daily Prep Plan

Tool ID	Owner	Frequency	Version
GRV-F24	Prep Lead / Kitchen Manager	Daily	1.0

Purpose: Turns the approved prep requirement into assigned quantities, priorities, completion times, batch owners, and unresolved shortages.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Recipe / item / batch	_____
Approved yield / portion	_____
Planned quantity	_____
Actual quantity	_____
Tool / method	_____
Observed variance / cause	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Production & Usage Tracker

Tool ID	Owner	Frequency	Version
GRV-F25	Kitchen Manager	Daily	1.0

Purpose: Compares produced quantity, transfers, carryover, waste, and estimated usage so overproduction and unrecorded movement can be investigated.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Recipe / item / batch	_____
Approved yield / portion	_____
Planned quantity	_____
Actual quantity	_____
Tool / method	_____
Observed variance / cause	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Theoretical vs. Actual Food Cost Variance Review

Tool ID	Owner	Frequency	Version
GRV-F26	GM / Cost Owner	Weekly or monthly	1.0

Purpose: Compares theoretical food cost from verified recipes and sales mix with actual food cost, states limitations, and routes material variance to investigation.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Employee / trainee	_____
Position / station	_____
Standard / SOP version	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Purchase Price & Vendor Variance Tracker

Tool ID	Owner	Frequency	Version
GRV-F27	Purchasing Owner / GM	Weekly	1.0

Purpose: Tracks current versus prior or contracted pricing, pack changes, credits, substitutions, and estimated cost impact before accepting the change as normal.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Vendor / supplier	_____
Order / invoice reference	_____
Expected quantity / price	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Recipe & Batch Yield Verification

Tool ID	Owner	Frequency	Version
GRV-F28	Chef / Kitchen Manager	At recipe setup and quarterly	1.0

Purpose: Measures actual usable yield against the approved recipe or prep yield and records cost, portion, and specification effects.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Recipe / item / batch	_____
Approved yield / portion	_____
Planned quantity	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Food Cost Corrective Action Log

Tool ID	Owner	Frequency	Version
GRV-F29	GM / Kitchen Manager	Weekly	1.0

Purpose: Closes a verified food-control failure with cause, required correction, owner, due date, evidence, retest, and final disposition.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Problem / failed control	_____
Root cause / contributing factor	_____
Required action	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Monthly Food Control Scorecard & 90-Day Improvement Plan

Tool ID	Owner	Frequency	Version
GRV-F30	Owner / GM	Monthly and quarterly	1.0

Purpose: Combines inventory accuracy, food cost, waste, price variance, portion compliance, yield, receiving exceptions, and open actions into the next controlled 90-day plan.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Problem / failed control	_____
Root cause / contributing factor	_____
Required action	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.