

**NAME** : **Effective Storeroom Management**

**PURPOSE** : To provide all participants with a firm foundation on how to build and operate an effective storage system in their operation which has a direct impact on the quality of service provided to the guest and the profitability of the operation.

**CONTENT** : The ideal set up and operation of the Storing Function will be discussed. Topics such as developing “Storeroom / Product Standards & Specifications”, building productive relationships within departments and storeroom, by developing a proper audit trail (developing & using source documents). Storeroom design and security issues will be discussed. Specific examples from Turkish Hotels will be provided.

## **DETAILS OF THE SUBJECT**

- The Role of Storeroom(s) and It Management System in the Hotel (From a TQM point of view)
- Determining Storage Needs and the Property (and beyond)
  - Main Storage and “Other” Storerooms, Where should we have them? How should they be designed?
  - Types of storage needs
    - Walk-Ins, Dry Storage, Freezers,
- Keeping the storeroom secure; Key Procedures and technology
  - Authorized Access System
  - Locks and key policies
  - “Precious Room”
  - Security Technology
- Storeroom and the Production Departments
  - Determining Optimal flow of goods to Production with proper Control (The Audit Trail)
  - Determining Storeroom responsibilities and procedures.
- How to safeguard the quality of the products?
  - Proper Control of the Environment (Dry, Refrigerated, Freezers)
  - Developing and Following Sanitation Procedures

- Cost Factors in Storeroom Management Decisions
  - Using Forecasting techniques to determine optimal level of Inventory for different types of goods.
  - Using Inventory Turnover Calculations to Manage Inventory Levels
  - Approaching Store Costs from Opportunity Cost Concept