
SOP- GM Counting Inventory

Inventory control is very important. Weekly inventory counts by general managers need to take place.

- Thursday evening general managers should complete all inventory. This includes:
 - Passes
 - Sellable inventory
 - Non-sellable inventory
- In the event that a general manager is off on Thursday, the general manager may assign inventory to another manager.
 - Upon return, the general manager needs to double check their numbers.
 - General managers will need to complete a full inventory of the sellable items on their first closing shift upon return.
 - Example, if a GM is on vacation and returns to close Friday night. Friday night the GM will be in charge of completing inventory.

If any discrepancies are found, or it is found that a particular item may run out, an email needs sent to operations immediately.

- During this count, any item found to be missing, an email must immediately be sent.
- Any corrections from invoices received need taken care of prior to close of day.
- Should you discover you may run out of an item, an email needs sent to OPS immediately to determine the steps, so we don't run out.

A general manager may only miss one Thursday per month.

- Written authorization is needed for a general manager not to close inventory on Thursday evening.
- If a general manager is unable to complete the Thursday inventory for two weeks in a row, written authorization must be obtained by the Vice President of Operations.