

# PANTRY MANAGEMENT

WEEK OF: \_\_\_\_\_

<b>TASK DESCRIPTION</b>	<b>FREQUENCY</b>	<b>ASSIGNED TO</b>	<b>DONE</b>
Wipe down exterior shelves	Weekly		
Check expiration dates	Monthly		
Rotate oldest items to front	Weekly		
Sweep & mop pantry floor	Weekly		
Update inventory list	Bi-Weekly		
Decant bulk dry goods	As Needed		

## ITEMS TO RESTOCK

## NOTES / OBSERVATIONS