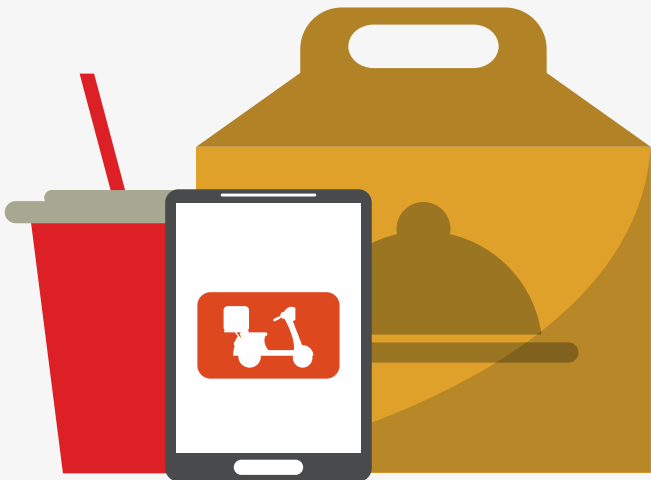


# RESTAURANT OPERATOR'S CHECKLIST FOR PLANNING ONLINE GROCERY DELIVERY

Running a restaurant means balancing quality, efficiency, and costs while ensuring your kitchen never runs out of essentials. This checklist helps restaurant operators plan and manage online grocery shopping effectively. Follow these steps to simplify your online bulk purchasing process and keep operations running smoothly.

## REVIEW AND PRIORITIZE INVENTORY NEEDS

- ☐ Conduct a quick stock audit at least once per week.
- ☐ Identify high-turnover items (produce, proteins, pantry staples) and flag low-stock levels.
- ☐ Separate items into critical, routine, and occasional categories to guide order frequency.
- ☐ Note supplier substitutions for specialty or seasonal ingredients.

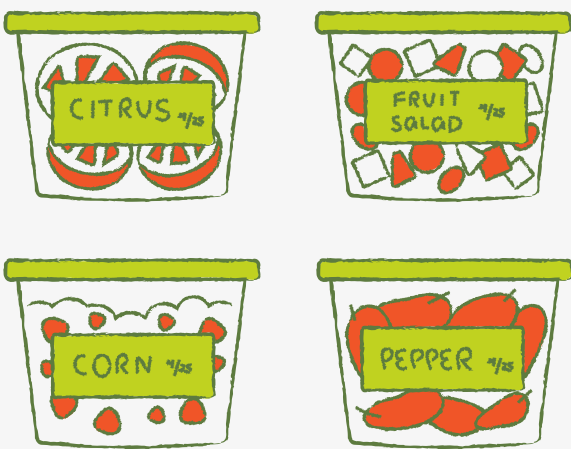


## CHOOSE THE RIGHT ONLINE PLATFORM

- ☐ Compare major platforms for delivery speed, pricing, and service area:
  - [Instacart](#)
  - [DoorDash](#)
  - [Uber Eats](#)
- ☐ Look for features such as saved lists, repeat-order scheduling, and integrated cost tracking.

## SET A BUDGET AND DELIVERY SCHEDULE

- ☐ Establish a weekly or biweekly grocery budget aligned with forecasted sales.
- ☐ Use platform tools to view real-time costs and discounts before checkout.
- ☐ Schedule deliveries outside of peak kitchen hours for smoother receipt and storage.
- ☐ Plan for a backup day or alternative delivery vendor in case of delays.



## ORGANIZE RECEIVING AND STORAGE

- ☐ Assign staff to verify delivery accuracy against digital receipts.
- ☐ Properly store perishable items immediately to maintain freshness and temperature compliance.
- ☐ Rotate stock using the first-in, first-out method.
- ☐ Label new inventory with delivery dates.

## TRACK COSTS AND ADJUST ORDERS

- ☐ Monitor order history for price changes and delivery fees.
- ☐ Use data insights from your platform to refine order sizes and timing.
- ☐ Consider [online ordering for pick-up](#) to stay within delivery-fee budgets.



## MAINTAIN COMMUNICATION AND FEEDBACK LOOPS

- ☐ Provide prompt feedback to platforms or drivers for missing or damaged items.
- ☐ Request updates on bulk pricing, new supplier options, or loyalty programs.
- ☐ Keep your team informed of ordering procedures and any platform changes.



**PRO TIP**

Combine bulk ordering with online grocery delivery to streamline both purchasing and cost control. A well-planned system ensures steady stock, consistent menu quality, and fewer last-minute supplier runs. Letting you stay focused on what matters most: great food and happy guests.