**The Inventory Pro Toolkit: Master Inventory Systems & Boost Your Career**

*A step-by-step Word workbook for becoming indispensable in any convenience store environment, with assessments, training guides, and advancement tracking.*

**1. Inventory Skills Assessment:**

**Are You an Inventory Pro or Still Doing Manual Counts?**

*Diagnostic Quiz—Check Yes/No:*

|  |  |  |  |
| --- | --- | --- | --- |
| # | Question | Yes | No |
| 1 | Do you use barcode scanning for every inventory transaction? |  |  |
| 2 | Are you comfortable with POS system inventory modules? |  |  |
| 3 | Can you generate and interpret automated inventory reports? |  |  |
| 4 | Have you set or used automated reorder points? |  |  |
| 5 | Do you know the features of PDI CStore, Thrive, SSCS, or Toast POS? |  |  |
| 6 | Can you spot and fix shrinkage/loss issues using reporting? |  |  |
| 7 | Have you trained others on any inventory technology? |  |  |
| 8 | Do you track your skill growth and connect it to career goals? |  |  |

**Score:** \_\_\_\_ / 8

* 7–8: Inventory Pro!
* 5–6: Ready to level up!
* 0–4: Your next promotion starts here.

**2. Inventory System Comparison Guide**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| System | Barcode Scanning | Automated Reporting | Mobile Access | Loss Prevention Tools | Notes |
| PDI CStore | Yes | Yes | Yes | Advanced |  |
| Thrive | Yes | Yes | Yes | Basic |  |
| SSCS | Yes | Yes | Some | Advanced |  |
| Toast POS | Yes | Yes | Yes | Moderate |  |

**3. Barcode Scanning Efficiency Training**

* **Checklist:**
	+ [ ] Scan every item received and sold
	+ [ ] Verify item codes match system entries
	+ [ ] Use mobile scanner for spot checks
	+ [ ] Report errors or mismatches immediately
	+ [ ] Time yourself on a small section and aim to improve each week

**4. Automated Reorder Point Calculation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name | Avg Sales/Week | Safety Stock | Reorder Point | System Used |
|  |  |  |  |  |
|  |  |  |  |  |
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**5. Inventory Reporting Interpretation Guide**

* What to look for in reports:
	+ Stockouts/low stock warnings
	+ Shrinkage or loss indicators
	+ Items with slow turnover
	+ Trending products
* **Action Plan:**
	+ Review weekly reports with a manager or mentor
	+ List 3 things to improve after each review

**6. Loss Prevention & Shrinkage Strategies**

* Regular cycle counts and spot checks
* Use POS to flag suspicious transactions
* Lock high-risk items or locations
* Train all staff on inventory accountability

**7. Interview Preparation for Inventory-Focused Roles**

* **Sample Questions:**
	+ “Describe your experience with inventory management systems.”
	+ “How have you improved accuracy or efficiency in previous roles?”
	+ “Can you walk me through how you use reports to reduce shrinkage?”
* **Preparation Tips:**
	+ Bring an example report you’ve generated or analyzed
	+ Be ready to demo a mobile scanning/check-in workflow

**8. Inventory Career Advancement Planner**

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Focus Area | Skill to Build/Action | Completed? (✓) |
| 1 | System Assessment | Identify priority platform |  |
| 2 | Barcode Mastery | Train & test spot scanning |  |
| 3 | Automated Reporting | Run & review sample report |  |
| 4 | Career Positioning | Update resume, prep stories |  |

**9. Real-World Implementation Templates**

**“How to become the go-to PDI CStore expert in your district”**

* Volunteer to run training for new hires
* Share a weekly “tip of the week” email
* Offer to test new inventory features and report feedback

**10. Weekly Progress Log**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Skill Practiced/Improved | Result/Feedback | Next Step |
|  |  |  |  |
|  |  |  |  |
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