



Summary Checklist - Reduce waste and recycle more

Tick off the actions to review your progress

Purchasing and Ordering

- Design a lean menu using fewer ingredients
- Include seasonal produce where possible
- Use core items across the menu
- Check diary of national and local events and anticipate the weather
- Review menu regularly
- Check use-by dates
- Work with suppliers for just in time delivery
- Consider buying portions readymade if menu item not made in-house
- Bulk buy if it fits with demand or if items non-perishable
- Check stock tracking sheet

Storage

- Label items with purchase and Use-by dates
- Use products in order of Use-by dates (oldest first)
- Consider grouping items to correspond with supplier's purchasing list
- Use a stock tracking sheet; include frozen stock
- Consider vacuum packing some items to extend shelf life and/or reduce odour
- Consider using frozen, dried, bottled or tinned goods as alternative to fresh ingredients where quality is comparable
- Store dairy products, cooked meat, raw meats, fish, and fruit and vegetables separately in refrigerator
- Keep a selection of air-tight containers available for storing food in the refrigerator; label contents and date
- Revise shelf/storage plan frequently to ensure it reflects your menu

Preparation

- Avoid excess trimming of fish, meat and vegetables
- Consider offering vegetables with their skins on
- Allow extra for busy days, and freeze any surplus or use the next day
- Use trimmings to make other dishes
- Make breadcrumbs or croutons from leftover bread
- Freeze surplus berries to make coulis or smoothies
- Use scales to measure ingredients and portions
- Ensure every dish meets a consistently high standard
- Ensure staff are familiar with the entire menu and all its components
- Donate unwanted food to organisations such as FareShare



Portion size

- Keep portion sizes consistent – use standard spoons and measures
- Offer the same item in different portion sizes to suit customers appetite
- Offer average portions of vegetables, with top ups if needed
- Present food creatively cutting the quantity served
- Offer to leave out any of the ingredients where possible e.g. no salad; salad without onions etc.
- Introduce 'doggy bags' for leftovers
- Monitor plate waste

Packaging reduction

- Undertake a review to identify what type of packaging is being used
- Work with suppliers to reduce packaging used. Where possible, return it to your suppliers for reuse
- Minimise double wrapping, double bagging, of take-away foods
- Consider serving fizzy drinks from a beverage gun or dispenser
- Buy cleaning products in bulk

Reusable Products / Refillable containers

- Use washable rather than disposable where possible
- Choose dispensers rather than single use portion packs
- Use refillable soap dispensers
- Provide jugs of water rather than plastic bottles

Recycle more check list

- Separate out your waste and see what you can recycle
- Review what is in your general waste bin (does it still contain recyclable materials?)
- Check the waste collection services available in your area
- Review waste bin labelling and check staff know what should go in each bin
- Investigate options for food waste recycling
- Use suitable containers and store food waste in compliance with hygiene requirements
- Train staff in the labelling and use of food waste containers
- Separate waste cooking oil and store separately

Staff Teams

- Set up a team and review waste data
- Set waste prevention and recycling targets and share with staff
- Make staff aware of the benefits of waste management, e.g. hold a waste awareness week
- Train staff on how to prevent waste in their work area
- Keep staff updated on progress – use team meetings, posters, etc
- Encourage staff to put ideas forward for further improvements
- Challenge wasteful behaviours – ask questions
- Reinforce good practice and recognise the contribution of individuals.
- Communicate your success with your customers