



## Food Waste Recycling – Staff Briefing Note

### Why food recycling is important

We are keen to do as much as we can to help the environment which is why we **[are about to start]** operate(ing) a food recycling system.

*Select further reasons from list below if applicable:*

- To reduce the amount of waste we send to landfill
- It's better than sending it to landfill
- Our customer(s)/client(s) want us to **[state who & why if possible]**
- To reduce our waste disposal costs
- To make the most of the waste food we throw away
- It fits in with the recycling that we already do
- Our waste collector has suggested that we start
- To be in keeping with our environmental ethos/accreditations
- To help the environment. Food waste disposed of in landfill produces methane – a greenhouse gas more potent than CO<sub>2</sub>;
- To keep costs down. Every year landfill tax is on the increase so it benefits us all if we reduce the amount of waste we send to landfill;
- Food waste is a source of renewable energy. Food waste can be turned into compost and also as a source for heat and biofuel;
- Separating food waste from other materials makes recycling of waste easier and cleaner.

### What you need to do

*Adapt the following paragraphs to suit your business:*

#### **Separating food waste for recycling**

When preparing food, please separate food waste into a suitable container/caddy on your workbench and then empty this into the food waste recycling bin which is **[insert description of your bin and its location]**.

Or

When preparing food, please separate food waste into the **[insert description of your bin and its location]**.

Leftover food from customer plates should be scraped into **[describe bin and its location]**. Do not to let cutlery, napkins, plastic straws etc. get into the food waste bins.

Things that can't go into the food waste recycling bin include plastic straws/ stirrers/ napkins/ **[insert here anything your food waste collector advises you about]**

#### **Emptying food waste recycling bins**



Please do not overfill the food waste recycling bins, as food waste can be heavy.

It is the job of [insert name(s) or job title(s)] to empty the food waste bins in the kitchen/ servery/ bar(s). They will empty them at least [insert frequency] and throughout the course of the day when they look to be [half full/quarter full/determine what is suitable for you]. If you notice a bin looks full [insert who they need to speak to or what to do to get it emptied]

If you are responsible for emptying a food waste recycling bin, take the container and its contents to the outside waste collection area [show where] and empty it into the [describe outdoor food waste recycling bin: colour, size, labelling etc]. Make sure that when you move the food waste you keep a lid on it and try to move it after service/when customers have gone/when the bin area is quiet.

Take the food waste in its liner out of the bin making sure that it is secure so that nothing spills out. Carry the liner/put the liner onto a trolley/in a truck and take to the main waste collection area [show where] after service/when customers have gone/when the bin area is quiet and empty into the bulk bin [describe if its labelled, colour coded, size etc].

Please make sure after handling waste that you wash your hands thoroughly at the wash hand basin.

### **Cleaning food waste recycling bins**

Containers used for food waste in the kitchen should be regularly washed so as not to attract flies. Wash small containers after at the end of each service and in between uses if necessary [insert who should do this]. Larger kitchen bins will be washed at the end of each service/at the end of the day by [insert who should do this].