



YOUR BUSINESS IS FOOD
DON'T THROW IT AWAY...

3 DAY

tracking sheet

It's estimated that on average businesses in the **UK hospitality and food service sector** each throw away **£10,000 worth of food** a year.

Reducing the amount of food you throw away can lead to significant **financial** as well as environmental savings. **The best way to reduce the amount of food thrown away is to measure it.** The steps below will guide you through this.

1 PLAN

- **WHO:** Find a **"Your Business is Food"** champion to drive the process and encourage the team to take part. This is really important; if your team aren't on board the review won't be as successful as it could be.
- **WHAT:** Work out what type of food thrown away you are going to collect. It could be Spoilage, Preparation or Plate, but you may want to include another category such as buffet waste.
- **WHEN:** Choose dates to run the review which are typical for your business. Be sure to include both quiet and busy times. This will give you a good starting point or "baseline" which you can use to track progress.
- **WHERE:** Choose where to do the review (e.g. kitchen, bar, front of house – you might want to cover some or all of these).

2 DO - Your Waste Review 1 (3 days)

- Set up waste containers in convenient positions to collect food thrown away from Spoilage, Preparation and Plate.
- Be clear with your team which food should go in each container.
- On each day record the weight of the containers on the tracking sheet.
- Note down the weight and the number of covers on the tracking sheet (use the template on the next page).
- While you're doing this, use the "Notes" sections for any ideas you have about preventing food being thrown away. Try to record what food could have been safely redistributed, for example.

3 LOOK AT THE RESULTS

- Work out what the food you throw away is costing your business per week, per year or per cover, using the handy [3 day calculator](#).

- Get your staff involved in thinking about the main sources of food thrown away and how this is happening. Discuss with them ideas for solving this, such as surplus food that could have been safely redistributed.

4 ACTION PLAN

- Based on your results, plan actions to reduce the amount of food your business throws away. Look at the Summary Checklist for ideas.
- Brainstorm ideas with your team and together set 5-10 goals to work towards over the next few months or a year.

5 DO IT AGAIN

- Track food thrown away with the same set up of containers and over the same time period as you did at the start to find out if you have thrown away less.
- You can repeat the process once a month, once a quarter, or once every six months, whatever works for you.
- The key is to keep tracking regularly. Try the [7 day calculator](#) tool over a month to get even more information to reduce the amount of food you are throwing away.

6 CHECK YOUR PROGRESS


- Look through the results to see if you have reduced the amount of food your business throws away.
- Work out how well your goals worked and find more ways of throwing less food away.
- Celebrate your success, reward your staff and plan your next steps.



Get to know what food you're throwing away

When a container is ready to be emptied, weigh it and record the weight in the correct column. At the end of the day add up the weights to find out the total amount of food thrown away per day.

Spoilage




Food that is damaged or out of date such as vegetable spoilage

Preparation



Food that is thrown away during preparation, such as offcuts, and food that is served but not saved

Plate



Food that is left on customers' plates such as chips and garnishes

Other

You can use this column to track other types of food thrown away, such as food that is ready to serve e.g. buffet, but not eaten

	Spoilage	Preparation	Plate	Other
DAY 1	_____ kg	_____ kg	_____ kg	_____ kg
Total meals served:	_____ kg	_____ kg	_____ kg	_____ kg
_____	_____ kg	_____ kg	_____ kg	_____ kg
TOTALS:				
Notes:	_____	_____	_____	_____
	_____	_____	_____	_____
DAY 2	_____ kg	_____ kg	_____ kg	_____ kg
Total meals served:	_____ kg	_____ kg	_____ kg	_____ kg
_____	_____ kg	_____ kg	_____ kg	_____ kg
TOTALS:				
Notes:	_____	_____	_____	_____
	_____	_____	_____	_____
DAY 3	_____ kg	_____ kg	_____ kg	_____ kg
Total meals served:	_____ kg	_____ kg	_____ kg	_____ kg
_____	_____ kg	_____ kg	_____ kg	_____ kg
TOTALS:				
Notes:	_____	_____	_____	_____
	_____	_____	_____	_____

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