

STEP ONE



Place a clear food waste bin and lid on top of your work area daily

STEP TWO



While working, place all food waste in the waste container and not in a trash can

STEP THREE



Weigh the waste container and enter the weight in the Waste Log at the end of your shift or when full.

Review the waste bin contents with your supervisor before discarding.

STEP FOUR



Dispose of waste bin contents in the designated garbage can.

STEP FIVE



Wash, rinse and sanitize the waste bin before re-use.

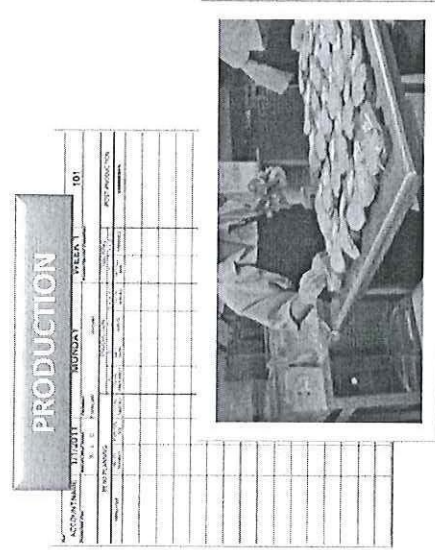
Collecting & Food Waste Tracking

P R O C E D U R E S



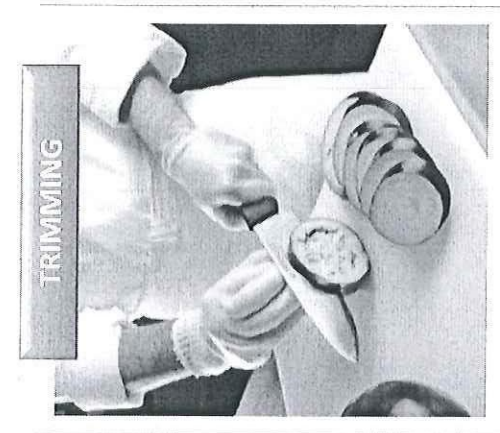
PRODUCT ROTATION

Check dates, using oldest inventory first. Rotate products using the First-In First-Out, method. Alert your manager to excess amounts of any particular product(s).



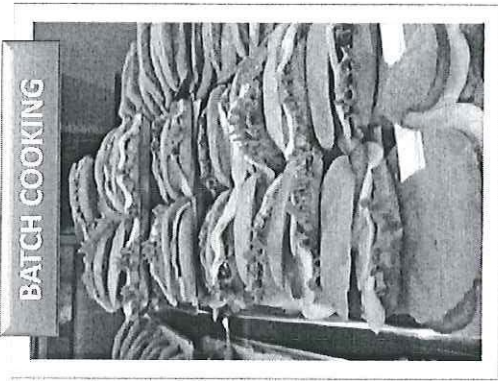
PRODUCTION

Follow quantities to prepare on Production Worksheet and Recipes. Do not estimate. Talk to your manager before making any changes.



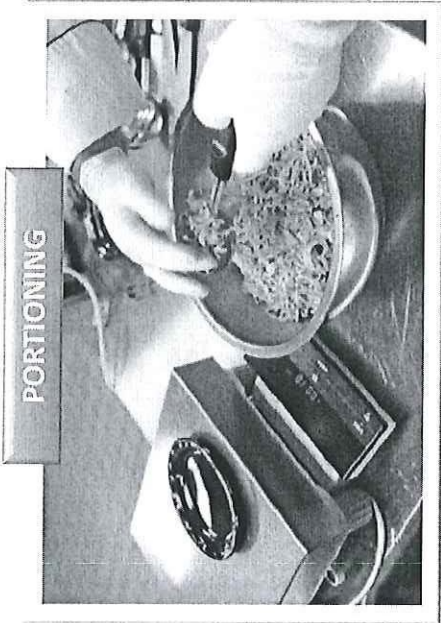
TRIMMING

Trim closely the stem of fruits and vegetables; cutting off a few inches is wasteful. Trim meats carefully to prevent the waste of lean, usable protein. (Refer to the waste prevention photo series.)



BATCH COOKING

Prepare and hold enough items to make it through a short period, not an entire shift. Prevent waste, and ensure quality and freshness.



PORTIONING

Follow portioning standards consistently. Refer to your Production Worksheet and Recipe. Do not estimate.



**REDUCING
Kitchen Waste**



Food Waste Log

Profit Center Number _____
 Location _____
 Date _____
 Service Period _____

Waste: is any food product discarded for any reason. All waste is to be placed into a clear waste container and weighed.
Back of House Waste: product trim, peelings, cores, spoiled product, expired product, product that is ruined or deemed un-servable.
Front of House Waste: portions that are ruined or deemed un-servable in the serving/assembly process for a customer
Leftovers: Food remaining from a meal service or production period.

Use this section of the log to record the weight of food items placed in clear waste bins or for any food item before it is discarded

Serving Station or Work Area	Back Of House (lbs. or kilos)	Front of House (lbs. or kilos)	Initials
Examples	Examples	Examples	
Breakfast Grill		2.5	
Cold Kitchen/Prep Area	5		
Grill Break fast (Enter the LB on front of the house			
Grill Lunch (Enter the LB on front of the house			
Grill Dinner (Enter the LB on front of the house			
Tray Line Break fast			
Tray line lunch			
Tray line dinner			
Catering / salad Bar			
Prep Trims			
Deli (Enter the LB on front of the house			
Chef's			
Soup (front Of the house)			
Cashiers (Enter the LB on front of the house			
Pizza (Enter the LB on front of the house			
Total			

Use this section of the log for Leftover Portions from today's service that are being saved for re-use. Use of this section is optional if you collect the leftover portion information from your production records

Serving Station or Work Area	Leftover Portions	Initials
Example	Example	
Entrée Line	12	
Leftover Made Meals in portions		
Pizza in portions		
Open Air Cooler (salads,sandwich,Parfaits)		
Tray Line (Salads,fruit,rice & rice&beans,Spaghetti,Sandwich,Celery,Chicken,Hamburger)		
Total		

Check type of waste observed:
 Spoiled Products Raw/Uncooked Prepared Expired Dated Products
 Excess Trim
 Left Over Portions