

# 3 day plate waste review



Use this sheet to track uneaten food waste from customers plates.

## Before you start

- Appoint a staff member as waste champion to oversee the food waste review.
- Set up the plate waste bucket and this sheet next to the bin where the plate waste is normally emptied.
- Empty plate waste into the provided food waste bin, when it's full simply empty into the regular bin and record it on this sheet. If the bin isn't completely full when emptied, record how full it is.
- Record the main food items in the bin, don't place non-food items in the bin such as napkins or cutlery.
- Remember to record the total meals served each day.
- After the first review period, record which food waste measures will be implemented on the back of this sheet.
- Repeat the food review process and measure the reduction in plate waste. Doing the second review over the same days as the first increases accuracy.

## First Review

Start date:	Day 1 _____	Day 2 _____	Day 3 _____
List main waste items	1. 2. 3.	1. 2. 3.	1. 2. 3.
Meals served	Total:	Total:	Total:
20L buckets of plate waste	Total:	Total:	Total:

## Second Review

Start date:	Day 1 _____	Day 2 _____	Day 3 _____
List main waste items	1. 2. 3.	1. 2. 3.	1. 2. 3.
Meals served	Total:	Total:	Total:
20L buckets of plate waste	Total:	Total:	Total:

# Action Plan



Use this sheet to identify what actions to undertake to reduce food waste in your business

## Before you start

- After the first review is completed, look at the actions below and tick the ones you will implement. Also mark the ones that you are already doing and if others can't be done.
- If there aren't actions that can be implemented or there are any questions, contact your waste assessor.
- Once the recommendations are implemented, complete the second review.
- Once both reviews are completed, fill in the results section at the bottom of this sheet or alternatively the assessor can fill it in for you.
- Congratulations, you're finished! Take a photo of both sides of this sheet and text/email to your assessor. They will be in contact with a more detailed report, next steps, certificate and promotional material.

Common sources of plate waste are side dishes like chips, bread and salad. Portion sizes that are too big also add to plate waste. Take notice of

the leftovers on plates, as it will give you a clear picture of how satisfied your customers are where food waste improvements may lie.

## Actions - mark below

Will do     Already doing     Can't/won't do

- Offer a range of portion sizes.
- Offer takeaway containers.
- Trial offering side dishes like salads, as options or by request.
- Reduce serving sizes of food that regularly comes back uneaten or remove from the menu.
- Reduce condiment sizes and/or ask customers if they want them first.
- Keep the plate waste bin permanently to monitor waste levels and maintain staff awareness.

- Empower staff and train them how to reduce food waste.
- Ask customers their views about food waste and how their meals were.
- Offer to leave out food customers don't like.
- Share with customers that you're working to keep food waste to a minimum.
- Write here if there is an action you will do that is not on this list.

## Results

### Food review 1

- Total meals divided by days reviewed (average meals per day): \_\_\_\_\_
- Total amount of buckets multiplied by 6.86kg (average weight of 20L bucket): \_\_\_\_\_
- Weight divided by meals (average weight of plate waste per day): \_\_\_\_\_

### Food review 2

- Total meals divided by days reviewed (average meals per day): \_\_\_\_\_
- Total amount of buckets multiplied by 6.86 (average weight of 20L bucket): \_\_\_\_\_
- Weight divided by meals (average weight of plate waste per day): \_\_\_\_\_

Review 1 weight per meal minus review 2 weight per meal (average reduction per day): \_\_\_\_\_

Average reduction divided by Review 1 weight per meal multiplied by 100 (percentage reduction): \_\_\_\_\_

Average reduction multiplied days open per year (annual reduction): \_\_\_\_\_