

WASTE GUIDE

QUICK REFERENCE GUIDE
FOR CHEFS/MANAGERS



WE KNOW THAT 1/3 OF ALL FOOD PRODUCED IN THE WORLD IS WASTED. AS THE LARGEST FOOD SERVICE CORPORATION IN THE WORLD, WE HAVE A RESPONSIBILITY TO MANAGE OUR RESOURCES AND DO WHAT WE CAN TO REDUCE FOOD WASTE. THIS QUICK REFERENCE GUIDE WILL ASSIST OUR TEAMS CREATE WASTE AWARENESS, AND DRIVE POSITIVE OPERATIONAL RESULTS

GETTING STARTED

HERE ARE SOME ITEMS TO GET YOU STARTED WITH WASTE REDUCTION.

1. WORK WITH YOUR SENIOR LEADERSHIP AND CLIENT TO ESTABLISH GOALS AND GAIN ACCESS TO ALL THE INFO YOU'LL NEED TO MANAGE YOUR WASTE
2. ESTABLISH A WASTE NOT CHAMPION FOR YOUR KITCHEN(S)
3. IMPLEMENT THE WASTE NOT PROGRAM IN YOUR UNIT.
4. TAKE THE WASTE NOT PROGRAM TRAINING ON MYLMS
5. EMPOWER THEM TO FIND WASTE AND SHARE WHAT THEY HAVE FOUND.



MENU PLANNING

Cycle menus and Menu Engineering

- Menu cycles will ensure the ingredients for the week/month sync up with each other.
- Focus on the best seasonal ingredients for that time-frame for freshness.
- Menu Engineering
 - » Example: Fresh tomatoes daily: salsas, bruschetta, roasted at entrée station etc.

Order what you need for this week, don't repeat last week's order

- Eliminate all standing orders for food. All food orders should be reviewed daily to ensure appropriate adjustments.
- Make one large order and one “supplemental” order per week. (Depending on the size of your account)
- Establish the minimum or maximum of food that needs to be maintained between deliveries based on the menu.
- Check the upcoming weather forecast, any on-campus events, catering schedules and upcoming holidays that could impact your overall meal count
- Before placing an order, inventory walk-ins and storerooms for items already on hand. (Do not guess what you have in walk-ins)
 - » Never have a delivery scheduled for inventory day
 - » Never begin counting inventory during business operations
- Utilize everything for the day and put product back into menu (lunch/dinner specials). Chef should create a list of things that can be produced from leftover product.
 - » Example - all the leftover breads can be made into croutons for the salad bar
- Learn more about Managing Your Daily Process and Managing Food Cost by taking Finance 101 eLearning. (Contact Michael.Panfil@compass-usa.com for more info)

Update and utilize all production tools in MenuWorks/Webtrition including: production records, meal forecasting, shopping lists, and use to generate forecasts for future production.

- Use production sheets in conjunction with waste logs – Immediate reaction to overproduction is important.
 - » The chef should review what a culinary associate produced and then what is left over and adjust production for the following day.
- Use shopping lists from Webtrition's forecasted menu cycle to create a daily purchasing and production log.
- For further forecasting training, watch these training videos:
 - » [Menu Weekly View Module](#)
 - » [Menu Daily View Module](#)
- Check Price Watch and Foodbuy Factor, be aware of what is best to purchase.
 - » Make substitutes to the menu when item prices are high and manage prep waste.
 - » Refer to the Stop Food Waste Day Culinary Approach document for more information. Utilize provided and sector specific recipes by searching for the “Stop Food Waste” tag in Webtrition.
- To utilize Envision Recipe Source > Stop Food Waste

DAILY

Engage your Waste Not Champion in all points of service for optimal results

Pre-service

- Use accurate prep sheets and scaled recipes for all menu items.
- Consider central production- have one associate cut all of the produce needed for that day based on production needs.
 - » *Training is very important for minimizing waste. Poor knife skills cause cutting too much off when trimming the top/stem/root of produce*
 - » *Set up staff trainings- peeling fruit/cutting vegetables and proper labeling of food*
 - » *Train associates of the "Anatomy of a Vegetable" to understand usable portions versus potentially hazardous*
- Adjust menu as necessary to use up product.
 - » *Tip: Keep a running "use first" or shrink list and create daily featured items using these ingredients*
- Pre-service points/tips for employees who don't have access to videos.
- Pre-service cook process- not overcooked, proper culinary technique, proper oven temperature, moisture retention, consistent batch cooking.
- Pre and post service chill process extends shelf life (salad bar, deli), and allows surplus production to be safely returned to inventory.
- Check last few weeks waste not data to see what was leftover at these stations

During service

- Ensure every station is practicing Waste Not.
- Utilize MenuWorks/Webtrition to establish appropriate food portion controls.
 - » *Make sure appropriate portion sizes are sold at each transaction. Giving too much food to a customer may seem generous, but if not eaten, ends up in the trash.*
- Promote batch cooking- especially with main course / hot food production.
 - » *When all planned food is cooked at, often leftovers are not usable (due to sitting in a hot box too long). Items cooked in batches during service allow adjustments to be made to the volume cooked and any excess can be kept in refrigeration for other use.*
- At the grill, deli and pizza stations, do not prepared all food ahead of time to cover the entire meal period.
 - » *Use Historical data if available for the POS to identify periods of the day to cook ala minute (typically the first 30 minutes, and last 30 minutes of the meal period)*
 - » *Production reports or transactions from the POS can determine how many items should be preparing at a given time; i.e. associates should "stage" or zone cook 12 burgers at 11:55 am to accommodate a large rush at noon, etc.*

Post-service

- Cross utilize in menus and alter menus to use excess/unused product.
- Use par sheets and production records to track food production and surplus product.
- Utilize QA Approved Pre and post service chill process- extends shelf life (salad bar, deli), allows surplus production to be safely returned to inventory.
- Ask customers for insight and feedback.

ADJUST AND RECORD RESULTS

Take note of high selling items

- Adjust forecasting for future menus based on what sold and what didn't in the café.
- Remove slow selling items.
- Don't forget about catering! Seasonally adjust menus to meet customer expectations.

Drive results through analyzing Waste Not reports

- Share findings with your team.
- Look for stations that are consistently creating high volumes of waste.
 - » Ask why?
 - » Example: Are associates putting 6 burgers on the grill 5 minutes before end of service?
- Where is the most prep waste coming from?
- Are there opportunities with catering? Are you using appropriate sized serving dishes?
- Engage all staff into working with food waste including the dishwasher and wait staff.

Adjust menus and production after analyzing Waste Not reports; look for:

- Look at week over week results and see if there are patterns.
 - » Is weather a factor? If so, factor into production next time
- Which station created the most waste? Further track what food item it is and make adjustments to production.
- Encourage trainings in prep for stations with the most production waste.
- Aim for 10% waste reduction year over year.
- Look to food donation once addressing all other areas of waste (over production, production and out of date/inventory levels).

**Most importantly, know your kitchen and café!
Constantly walk around and see for yourself the status of FOH and BOH.**

WASTE NOT PRE SERVICE POINTS

- Waste Not has shown to reduce food waste by 5% and food cost by 2% in accounts that utilize it. Make a goal to see where the most waste is coming from at your station and make a change. For example, if there are too many chicken breasts left over at the grill at the end of service, only cook to order for the last 30 mins instead of precooking.
- Challenge other stations to have the least waste week over week. Go around at the start of service and get employees to show their waste from yesterday and what they are aiming for today. Keep waste top of mind!
- Take a training course in proper chopping methods. Are there certain vegetables that you are seeing being chopped improperly? Show videos on how to utilize vegetables and what should be left over. Suggest how you can cross utilize any leftover food at your station.
- Share our holiday with your guests! Stop Food Waste Day is the last Wednesday in April, get everyone excited!
- Start a food recovery program. Canceled caterings and unexpected bad weather can cause high volumes of prepared waste. Food recovery is a great alternative to sending it to a landfill.
- The **Federal Bill Emerson Good Samaritan Food Donation Act** protects the donor and the recipient agency against liability, except for intentional mishandling of food.
- Start a food recovery program today! Find a full food recovery guide on MyCompass by searching [Food Recovery](#) or use the [Eatable Food Recovery Guide](#).