[COMPANY LOGO]

Recording & Discarding Waste

Last Updated: 22/01/2024

Employee Responsible: Kitchen Cooks & Supervisors

Purpose:

To ensure proper disposal and recording of waste in our commercial kitchen.

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

Waste Disposal and Recording Procedure

Identify Waste:

- Through daily production/storage label checks and station audits, the kitchen staff must identify any food items, ingredients, or materials that are unsuitable for use or have expired.
- Notify the kitchen supervisor of the potentially wastable item to get a final approval before preparing to discard.
- If the supervisor is not present when a waste item is being identified, do not dispose of waste! Wait to get approval before discarding.

Prepare Waste for Disposal:

- Place the identified waste in designated waste bins or containers. Separate organic and non-organic waste as per guidelines.

Record Waste Details:

- Use the Waste Sheet provided to record details of the discarded items, including:
  - ☐ Item name or description
  - ☐ Quantity or weight
  - ☐ Date and time of disposal
  - ☐ Reason for disposal (e.g., spoilage, expiration, damage)
  - ☐ Initials of the staff member responsible for disposal

Dispose of Waste:

- Transfer the filled waste bins to the designated waste disposal area following safety and sanitation protocols.

Input Data into Software:

- At the end of each day, the supervisor will input the recorded waste data from the Waste Sheet into the inventory software system. (Include all information including employee responsible for waste, waste reason, date wasted, etc.)

Monitoring

The kitchen supervisor will be responsible for regularly monitoring waste generation and disposal practices to identify areas for improvement and implement necessary measures. The kitchen supervisor will review waste reports weekly on the inventory management software to point out any recurring waste reasons, items, etc. and to plan actions to reduce/remove these items.

SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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