



Audit tool for food service businesses

Throwing away food may mean that your business is throwing away money. The first step to understanding how you can minimise this loss is to perform an audit to see where your waste is being generated. Do your audit during a standard week of trading and make sure that staff don't make any changes to what is normally thrown away. This will give you a good baseline to track your food saving progress.

Steps:

1. Separate out your four types of food waste in separate bins each day for one week. Be sure to not include any other types of waste other than food waste. Container labels can be printed here
2. When a container is ready to be emptied, or at the end of each day, weigh it and record each food waste type in weight (kg) in the corresponding box.
3. Add up the totals for each food waste type at the end of the week.

Business name:

Start date:

End date:

	Inedible waste		Spoilage waste		Preparation waste		Plate/buffet waste	
	The parts of the food that cannot be consumed (e.g. seeds, bones, coffee grounds)		Food that becomes unsafe to consume because it is damaged or out of date		Food that is thrown away during preparation (e.g. offcuts)		Food that is left on customers' plates or served at a buffet but not eaten	
Day 1								
Total meals served:		kg		kg		kg		kg
Day 2								
Total meals served:		kg		kg		kg		kg
Day 3								
Total meals served:		kg		kg		kg		kg
Day 4								
Total meals served:		kg		kg		kg		kg
Day 5								
Total meals served:		kg		kg		kg		kg
Day 6								
Total meals served:		kg		kg		kg		kg
Day 7								
Total meals served:		kg		kg		kg		kg
Weekly total		kg		kg		kg		kg