

Plan 10: Food-Waste Reduction

30-DAY OUTCOME Reduce avoidable food loss without creating stockouts, unsafe reuse, undersized portions, or lower guest value.

Control	Plan Requirement
Plan owner	_____
Start and end dates	_____ to _____
Baseline period	_____
Primary shift/daypart	_____
Supporting roles	_____

Measures and targets

Measure	Baseline	Day-30 Target	Actual
Waste cost and weight	_____	_____	_____
Waste by reason	_____	_____	_____
Waste per \$1,000 sales	_____	_____	_____
Overproduction	_____	_____	_____
Spoilage/expiration	_____	_____	_____
Remake and returned-food waste	_____	_____	_____

Recommended target boundaries

- Record at least 95% of material waste
- Reduce the two leading controllable waste categories by 15–25%
- Improve forecast-to-production alignment
- No increase in stockouts or safety exceptions

Likely causes to test—not assume

- Waste is discarded without recording
- Prep follows habit instead of forecast
- Par levels are outdated
- Portions and yields vary
- Storage and rotation are weak

Minimum operating standard

- Record item, amount, reason, station, shift, and disposition
- Never hide waste or reuse food unsafely
- Use approved recipes, yields, portions, labels, and rotation
- Adjust production from evidence, not blame

Training requirements

- Waste categories and honest reporting
- Recipe, yield, and portion control
- Forecast-based prep
- Labeling, rotation, and safe disposition

The 30-Day Action Calendar

Day	Phase	Required Action
1	Measure	Define preparation, overproduction, spoilage, portion, remake, return, and transfer categories
2	Measure	Weigh or count material waste for five days
3	Measure	Convert waste to estimated cost
4	Measure	Observe storage, rotation, prep, and portion practices
5	Measure	Select the top two controllable categories
6	Define	Share baseline findings with managers and confirm no coaching began early
7	Define	Approve the target, definitions, and data owner
8	Define	Train simple, blame-free waste recording
9	Define	Verify recipes, yields, scoops, scales, and portions
10	Define	Adjust pars for forecast, shelf life, and delivery cycle
11	Train/Pilot	Repair labeling and rotation gaps
12	Train/Pilot	Pilot revised production on selected items
13	Train/Pilot	Observe the pilot without rescuing every difficulty
14	Train/Pilot	Revise the standard only when evidence supports the change
15	Train/Pilot	Confirm every affected employee received training
16	Execute	Review waste at shift end
17	Execute	Coach missing records and process causes
18	Execute	Compare production, stockouts, and waste together
19	Execute	Adjust one variable at a time
20	Execute	Share verified savings and recognize honest reporting
21	Execute	Hold a ten-minute mid-plan review with assigned owners

Day	Phase	Required Action
22	Execute	Document exceptions, causes, and corrective actions
23	Execute	Recheck the highest-risk handoff
24	Stress-Test	Audit portion and yield consistency
25	Stress-Test	Review vendor, receiving, and storage contributions
26	Stress-Test	Complete final waste-to-sales comparison
27	Stress-Test	Document safe pars and production rules
28	Verify/Hold	Lock daily recording and weekly category review
29	Verify/Hold	Obtain employee feedback on usability
30	Verify/Hold	Assign the ongoing report owner

Weekly Review Record

Review	Result	Primary Cause	Decision / Owner	Due
Day 7				
Day 14				
Day 21				
Day 27				
Day 30				

Day-30 Verification

- Was the baseline measured consistently? ☐ Yes ☐ No
- Was the standard trained and observed? ☐ Yes ☐ No
- Did the primary metric improve? ☐ Yes ☐ No
- Were safety, quality, hospitality, and fairness protected? ☐ Yes ☐ No
- Decision: ☐ Standardize ☐ Extend controlled test ☐ Redesign ☐ Stop

Sustainment rule: Record waste every shift, review causes weekly, and recalculate high-cost pars and yields monthly.

Manager verification: _____ Date: _____ Next review: _____