Standard Operating Procedure (SOP): Staff Training and Awareness for Food Waste Reduction

This SOP details the **staff training and awareness for food waste reduction**, focusing on educating employees about effective food waste management practices, promoting sustainable resource use, and implementing strategies to minimize waste generation. It includes training modules on proper food storage, portion control, waste monitoring, and recycling initiatives to enhance overall operational efficiency and environmental responsibility within the organization.

1. Purpose

To establish a structured program for training and raising awareness among staff about food waste reduction, ensuring consistent implementation of practices that minimize waste and support sustainability goals.

2. Scope

This procedure applies to all employees involved in the handling, preparation, serving, and disposal of food within the organization.

3. Responsibilities

- **Managers/Supervisors:** Oversee training, monitor compliance, and provide feedback.
- **Training Coordinator:** Develop and update training materials, schedule sessions.
- **All Staff:** Participate in training, implement learned practices, and report food waste incidents.

4. Training Program Components

1. **Food Waste Awareness**
   - Introduction to environmental and financial impacts of food waste.
   - Review of organization's food waste reduction goals.
2. **Proper Food Storage**
   - Storage best practices (FIFO, temperature control, labeling, etc.).
   - Preventing spoilage and cross-contamination.
3. **Portion Control**
   - Standard portion sizes and serving techniques.
   - Techniques for adjusting portion sizes based on customer demand.
4. **Waste Monitoring and Reporting**
   - Use of food waste logs and analytical tools.
   - Identification and documentation of waste sources.
5. **Recycling and Composting Initiatives**
   - Sorting of food waste for composting and recycling.
   - Procedures for proper segregation and disposal.
6. **Continuous Improvement**
   - Regular feedback sessions.
   - Encouraging staff suggestions and innovation.

5. Training Schedule and Methods

Training Module	Frequency	Method
Food Waste Awareness	Onboarding & Annually	Classroom/Online Presentation
Proper Food Storage	Onboarding & Semi-Annually	Hands-on Demonstration
Portion Control	Quarterly	Workshop/Role-playing
Waste Monitoring & Reporting	Monthly	Review Meetings
Recycling & Composting	Annually	On-site Practical Session
Continuous Improvement	Continuous	Feedback & Suggestion Box

6. Documentation and Records

- Training attendance logs
- Assessment results and feedback forms
- Food waste tracking records

7. Monitoring and Evaluation

- Regular audits of food waste records
- Quarterly review of training effectiveness
- Action plans for identified areas of improvement

8. Review and Update

This SOP shall be reviewed bi-annually, or as needed, to ensure its effectiveness and alignment with best practices and regulatory requirements.