

# SOP Template: Regular Food Waste Audits and Performance Reviews

This SOP details the process for conducting **regular food waste audits and performance reviews**, including the identification and measurement of food waste sources, data collection methods, analysis of waste patterns, setting reduction targets, employee training and engagement, reporting and documentation, and continuous improvement strategies. The goal is to minimize food waste, enhance operational efficiency, and promote sustainable practices within the organization.

## 1. Purpose

To systematically monitor, analyze, and reduce food waste, ensuring continuous improvement for sustainability and cost-effectiveness.

## 2. Scope

This SOP applies to all departments and personnel involved in food handling, preparation, and service within the organization.

## 3. Responsibilities

- **Food Waste Audit Team:** Conducts audits, collects data, and generates reports.
- **Management:** Reviews audit findings, sets reduction targets, and allocates resources.
- **Staff:** Participates in training, implements recommended practices, and provides feedback.

## 4. Procedure

1. **Identification of Food Waste Sources**
  - List all potential waste sources (prep, spoilage, plate waste, etc.).
  - Map waste flow through the facility.
2. **Measurement and Data Collection**
  - Use standardized forms and scales to record types and quantities of wasted food.
  - Record data by source, date, and time.
3. **Analysis of Waste Patterns**
  - Compile data weekly/monthly to identify trends and recurring issues.
  - Determine root causes of significant waste areas.
4. **Setting Reduction Targets**
  - Establish realistic, measurable reduction goals based on data analysis.
  - Communicate targets organization-wide.
5. **Employee Training and Engagement**
  - Conduct training sessions on best practices and SOP updates.
  - Encourage staff participation in waste reduction initiatives.
6. **Reporting and Documentation**
  - Prepare audit reports summarizing data, analysis, targets, and actions.
  - Maintain records for accountability and continuous improvement tracking.
7. **Continuous Improvement Strategies**
  - Regularly review and update SOPs based on outcomes and feedback.
  - Recognize achievements and refine reduction strategies as needed.

## 5. Documentation & Reporting

Document	Responsible	Retention Period
Food Waste Audit Form	Audit Team	2 years
Audit Reports	Audit Team/Management	2 years
Training Records	HR/Training Coordinator	2 years

## 6. Review & Continuous Improvement

The effectiveness of this SOP will be reviewed annually, with adjustments made in response to audit findings, employee feedback, and updated best practices.

## 7. References

- Local Food Waste Regulations
- Industry Best Practice Guidelines
- Internal Sustainability Policies