



# One-Month Food Waste Challenge

## Toolkit

# Is your organisation ready to take on food waste?

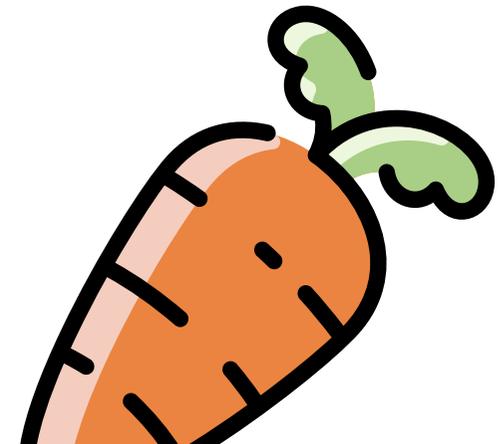
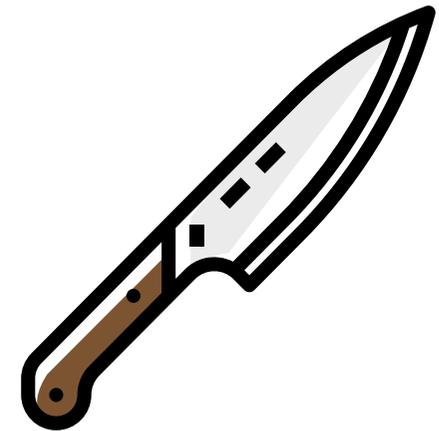
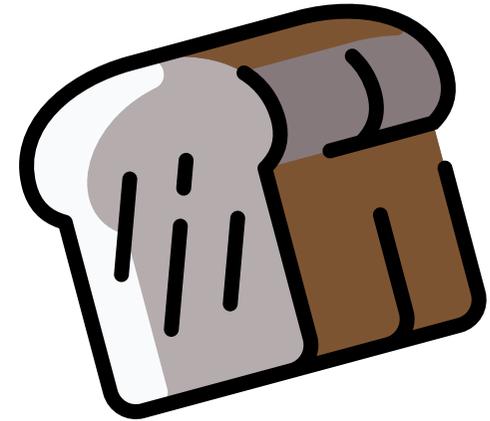
Food waste is burning a big hole in the planet – and probably your organisation's pocket, too!

That's why we've created the one-month Food Waste Challenge; to help you cut costs while curbing climate change at the same time. The challenge is designed especially for organisations across food and drink who are keen to save some cash and up their sustainability game by reducing food waste.

Of course, every organisation is different, but success always starts with a solid strategy.

So, the Food Waste Challenge provides you with a simple 4 step guide to help:

- **Assess your current food waste data**
- **Measure your food waste**
- **Analyse and share findings**
- **Develop an action plan**





It takes a team effort to tackle food waste, so we recommend involving senior management, waste management officers, sustainability officers, catering staff, housekeepers, facilities management, and/or any other departments that are relevant to your waste reduction programme.



## Week 1

Assess your current position



## Week 2

Evaluate your performance



## Week 3

Analyse the results



## Week 4

Get ready for action

**STOP  
WASTING  
& START  
SAVING**



## **Week 1 - Assess your current position**

The first week is all about getting to grips with your organisation's current food waste status. This is the time to gather the data that you already have, to get an accurate idea of your starting point.

# Assess your current food waste

This is the time to gain a better understanding of your organisation's current food waste, before getting set up to measure and monitor.



## Assess your current food waste

This easy-to-use worksheet will aid your current food waste assessment. Simply check 'yes', 'no' or 'maybe' based on the statements provided.

You might also want to give the worksheet to your staff, to find out what they know about the organisation's food waste process.



**Download the  
Worksheet**



# Gathering information



## Gathering information

This worksheet is a mapping exercise to help you seek out any existing information.

The exercise will give you an idea of what information you collect on food waste already and get you thinking about what this information really tells you. But you'll need to dig a little deeper in week 2 to figure out just how much waste there is, and where the weak spots are, before you can really start taking action.



**Download the  
Gathering Information  
Worksheet**



# Action - Week 1



## Before measuring your waste

To set yourself up for a smooth-running measurement activity, you'll need to review your documentation beforehand. This includes your waste management policy, operational procedures and any training that includes food waste. No need to change anything at this stage, it's just useful to know what's in place before you get started.



## Recap your week

Keep motivation up by recapping on your success each week. If you haven't done so already, this is also a good time to inform your staff about the Food Waste Challenge and your plans for the next month and beyond.

You can't manage what you don't measure! Data obtained from measuring food waste identifies exactly where food is being wasted and highlights necessary actions to reduce food waste and profit loss.





## **Week 2 - Evaluate your performance**

This step involves measuring your waste to get a better picture of the food waste generated in your facilities, where it is generated, the amount, and why.

# Evaluate

This is the week to measure your food waste. It's time to do a more in-depth evaluation of the food waste generated in your organisation.



Measuring your food waste

Measuring your food waste will help you zone-in on and weigh your food waste by (for example):

- Category (e.g. spoilage, unserved meals, plate waste, offcuts, inedible, spoilage, QA fails)
- Specific meals (e.g. breakfast, lunch, evening meal)
- Dish types or food groups (e.g. starter, main, pudding, protein, carbohydrate, vegetables)
- The type of product manufactured
- Specific process lines



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Hospitality Worksheet**



**Download the  
Manufacturing Worksheet**

Ideally, the measurement activity should be carried out for all food producing areas. But if resources are limited, selecting a number of areas works too. Just make sure that the selected areas are representative of normal activity.

From the mapping exercise in week 1, you will know of all the areas that dispose of food waste. Compiling a list of all of the areas, and grouping the areas by floor or building is a useful tactic that will make it easier to identify the key areas to visit.

Think of measuring your food waste as a marathon rather than a sprint i.e. it should be undertaken throughout the whole week (and beyond, if possible) to make sure you get a set of consistent, accurate results.

# Action - Week 2

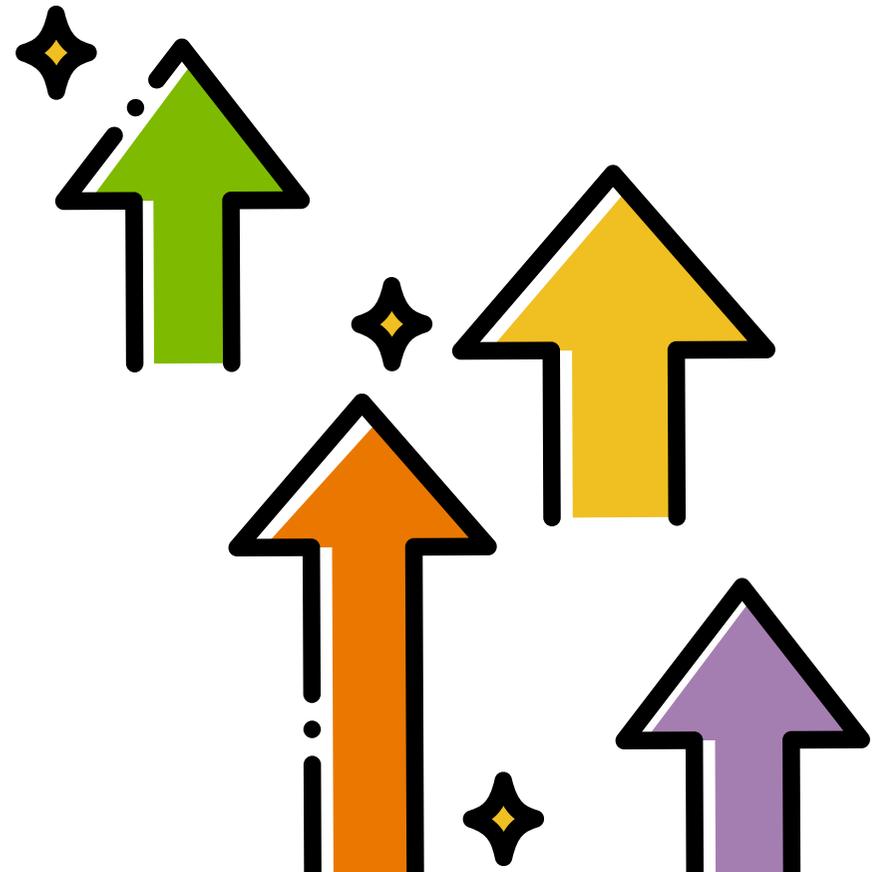


## Recap your week

Review best practices, along with tips and tricks for keeping track of future measurement activities. For example, list what went well, and where you can improve in the future.

List your successes for the week once again.

Did you know that in Scotland alone we're wasting around **988,000 tonnes** of food and drink every year?





## **Week 3 - Analyse the results**

The third week is for analysing the results from measuring your waste, discussing the potential causes and sharing them with the wider organisation.

# Analyse the results

The goal this week is to analyse the results from last week's measurement activity



## Understand and review the results

Now that your data has been collected, the next stage is to analyse and evaluate this data to highlight any problems, and identify where there's room for improvement and cost savings. Focus your efforts where the most waste is produced, since this is likely where you'll make the biggest financial savings.

The calculator sheets automatically generate graphs and key takeaways from the data you enter.



**Download the  
Worksheet**



# Solutions



## Identify potential solutions

For this step, start by gathering your staff for a meeting to discuss food waste measurement findings. This is the time to review and prioritise all your opportunities to help develop your action plan in week 4.

It's important to discuss the findings of the food waste measurement activity with your staff across all points in the food journey.



**Download the  
Worksheet**

Avoid finger-pointing at this stage. You're not looking for **fault**, you're looking for **fixes**.

# Action - Week 3



## Recap your week

Take some time to review best practices from this week. List what went well, and what you'd like to improve going forward.

In the fight against climate change Scotland has set an ambitious target of reducing food waste by 33% by 2025.





## **Week 4 - Get ready for action**

This is when things really get moving, because week 4 is the time to develop that winning action plan.

You'll prioritise opportunities and put the right steps in place. Your food waste won't know what hit it!

# Evaluate

This is the week where all your hard work comes together!  
It's time to develop your action plan.



## Get ready for action

This worksheet will aid you in putting together a successful, costed action plan to compare the cost/benefit of each solution and assess its priority.

Your action plan should strive to set out:

- Proposed priority improvement measures
- Key implementation steps for each measure
- Potential financial and environmental savings
- Estimated cost (e.g. staff time, capital cost)
- Team roles and responsibilities
- Training or communications to support the improvement measure
- Timescales



**Download the  
Worksheet**

# Actionable steps



## Create actionable steps

Some of the steps will be easy to put into practice, while others may require a little more support. To clearly map this out, identify the following (where applicable) in your organisation:

- Key stakeholders to involve
- Key messages to communicate
- Data collection requirements to monitor the plan
- How will we communicate successes and progress





## Congratulations!

You've completed the one-month Food Waste Challenge and have set your organisation up for victory against food waste. Get ready to start saving the planet, and your finances.

# Share your achievement

We'd love to hear your story.

Let us know how you got on, and share your worksheets with us at:

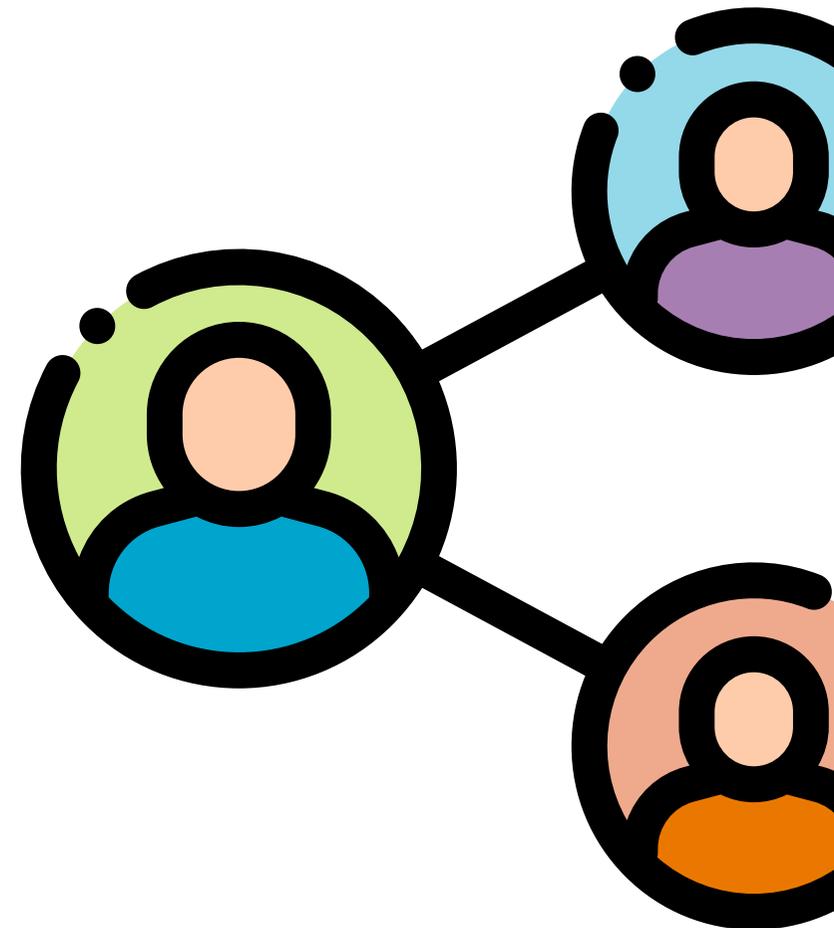
**food.drink@zerowastescotland.org.uk**



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We'd love to hear your story.

Let us know how you got on,  
and share your worksheets with us at  
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