Waste Tracking

SYSTEM TYPE: Kitchen Systems: Portion and Waste Control

OVERVIEW: Waste can have a significant impact on your costs, so minimizing waste should be a key concern for food and beverage managers. This system provides the means to track food and bar waste as it occurs.

FORMS: Waste/Spill Tracking Sheet

USED BY: Kitchen Manager, Line Cook, Prep Cook, Asst. Manager

IMPLEMENTATION

I. Set-up

OVERVIEW

Use these setup instructions to create a master copy of the Waste/Spill Tracking Sheet for daily use.

Download Files and Title Sheets by Department



1. Download the Waste/Spill Tracking Sheet by clicking on the link above and following the download instructions.
2. Save the downloaded file to the appropriate file folder on your computer or network. (For assistance in creating a useful file folder structure see File Folder Organization for Restaurants)
3. Open the file in Excel and use the Save As function to create a working copy named "Waste/Spill Tracking Sheet".
4. Rename each worksheet tab to create a master for each different department. 1

II. Using the Waste/Spill Tracking Sheet

OVERVIEW

Designed for clipboards, this form can be placed in the kitchen and bar for ease of use.

In the bar, the Waste/Spill Tracking Sheet can be used to track waste due to spoilage (i.e. fruit purees and juices, house made or store bought syrups and mixers, edible garnishes, etc.), as well as waste due to inaccurate order taking, customer dissatisfaction or a drink spilled.

In the kitchen, the Waste/Spill Tracking Sheet can be used to track food waste due to spoilage, re-cooks (for multiple reasons: wrong order, prepared incorrectly, guest not satisfied, etc.) and products that are dropped.

If used correctly and on a continual basis, these sheets can be very helpful. Reviewing a full week or even month of Waste/Spill Tracking Sheets will allow management to spot habitual errors. Excess spoilage could mean the restaurant is ordering too much product at a time or not storing the product correctly. Repeated re-cooks of the same pasta dish could mean that there are items in the dish that guests are not expecting or perhaps the recipe needs to be reevaluated or the line cooks need to be re-shown how to correctly prepare the dish. If the same server, bartender or cook is constantly on the Waste/Spill Tracking Sheet, perhaps it deserves a conversation to see what management can do to help that individual.

Additionally, the Waste/Spill Tracking Sheet allows management to accurately account for all product costs. These forms provide a great reference when comparing variances between actual food cost and ideal food cost. This sheet also helps promote food cost awareness, cooks and servers can physically see how food waste effects the restaurants overall food cost.

Important Note: Consistent and accurate use of the Waste/Spill Tracking Sheet will take buy-in from your staff. A culture of trust must be established. Servers, bartenders and cooks might be in the habit of hiding these service errors for fear of reprimanding or losing their job. The staff need to know and believe that management would rather know of these issues and help resolve them than not. Management must be sympathetic to human error. In the same respect, if the same errors continue without improvement, even after a discussion with management, than it might be time to reevaluate the individual's capabilities in that position.

Step 1 – Prepare for Daily Use

1. Print the checklist for each department at the beginning of each day or the night before.
2. For each list, fill in the date and day of week. (Depending on the size and volume of your restaurant, one Waste/Spill Tracking Sheet might be needed per day or per week.)

Step 2 – Utilize the Tracking Sheet



Waste/Spill Tracking Sheet

Restaurant owner .com

Date: _____

Dept: Kitchen

Qty	Item	Price	Reason	Employee	Recorded
2	Ribeye	$5.12	Over-cooked		☑
1	Carbonara Pasta	$3.67	Customer did not like	Sarah	☑
5	Heads of Purple Cabbage	$2.57	Spoiled in storage		☑
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

1. Provide the kitchen/bar manager or person deemed responsible for the tracking sheet with appropriate department tracking sheet.
2. When an item is wasted or spilled, staff should fill out a row on the tracking sheet. 1
3. Under the Qty column, list how many items were wasted.
4. Under the Item column, enter which item or dish was wasted. 2
5. Under the Reason column, describe why the item or dish was wasted. 3
6. Under the Employee column, list which server, bartender or cook was responsible for the wasted item or dish. 4
7. At the end of the shift, management should fill in the cost to the restaurant associated with that item/dish under the Price column. 5
8. Also at the end of the shift, management should check off each item under the Recorded column, once he/she has entered the wasted item into their POS system. It is imperative that the items are accounted for in the POS to ensure that the financial figures produced by the POS and reviewed by management are accurate. 6
9. Once the Tracking Sheet is replaced, file the previous sheet by department in order to refer back to.