

## Food Waste Audit Checklist

Audit Step	Description	Data to Capture	Formula / Calculation
<b>1. Establish Goals</b>	Define waste reduction targets (e.g., reduce waste by 20%).	Specific waste reduction percentage or target.	N/A
<b>2. Select Audit Period</b>	Choose a timeframe for the audit (e.g., one week, one month).	Start and end dates of the audit.	N/A
<b>3. Gather Data on Inventory</b>	Record total inventory and purchases for the audit period.	Total items received, used, and wasted.	Total Food Cost = Cost of Purchases - Cost of Wasted Food
<b>4. Identify Waste Sources</b>	Analyze where waste occurs most frequently (e.g., over-ordering, spoilage).	Types and amounts of waste (e.g., fruits, vegetables).	% Waste = (Total Waste Weight / Total Received Weight) × 100
<b>5. Portion Control Assessment</b>	Evaluate portion sizes for dishes to identify potential over-portioning.	Portion sizes vs. customer feedback on portions.	Adjusted Portion Size = Current Portion Size - Average Feedback Portion Size
<b>6. Analyze Prep and Cook Processes</b>	Observe preparation and cooking methods for efficiency.	Time spent on prep, cooking losses, and yields.	Yield Percentage = (Yield / Total Input) × 100
<b>7. Review Storage Practices</b>	Check how food is stored to prevent spoilage and waste.	Temperature logs, shelf life, and labeling practices.	Days Before Spoilage = Shelf Life - Days in Storage
<b>8. Engage Staff</b>	Involve staff in identifying waste and brainstorming solutions.	Staff feedback and suggestions on reducing waste.	N/A
<b>9. Implement Solutions</b>	Based on findings, implement strategies to reduce waste (e.g., smaller portions, better storage).	List of implemented changes and responsible persons.	Projected Savings = (Cost of Wasted Food Before - Cost of Wasted Food After)
<b>10. Monitor and Evaluate</b>	Regularly track waste after implementing changes to assess effectiveness.	Waste amounts post-implementation and adjusted targets.	Savings Percentage = ((Projected Savings / Cost of Wasted Food Before) × 100)

### Example Calculation

For a clearer understanding, let's consider a hypothetical example:

- Total Food Cost** for the month = \$10,000
- Total Wasted Food Cost** = \$2,000
- % Waste** = (\$2,000 / \$10,000) × 100 = 20%

If you implement changes and reduce waste to \$1,200:

- Projected Savings** = \$2,000 - \$1,200 = \$800
- Savings Percentage** = (\$800 / \$2,000) × 100 = 40%

### Conclusion

Using this checklist not only helps you systematically analyze food waste in your restaurant but also quantifies the impact of your initiatives. By applying the formulas and calculations, you can efficiently track your progress and identify areas for improvement.

For tailored support and to create a robust food waste management strategy, consider our **consulting services**. **Contact us today** to learn how we can assist you in reducing food waste and maximizing savings!

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