



**YOUR  
BUSINESS  
IS FOOD**

**DON'T THROW  
IT AWAY...**

# Summary checklist



**Tick off the actions to track your progress**

## Staff teams

- Set up a team and review data for food thrown away.
- Make staff aware of the benefits of reducing the amount of food thrown away, e.g. hold a 'Your Business is Food' week of action.
- Set targets and share with staff.
- Train staff on how to prevent food thrown away in their work area.
- Keep staff updated on progress – use team meetings, posters, etc.
- Encourage staff to put forward ideas for further improvements.
- Challenge wasteful behaviours.
- Reinforce good practice and recognise the contribution of individuals.
- Communicate your success with customers.

## Purchasing and ordering

- Design a smart menu using fewer ingredients.
- Include seasonal produce where possible.
- Use core items across the menu.
- Review your menu regularly.
- Keep an eye out for events near you and regularly check weather conditions.
- Check use-by dates and rotate stock.
- Work with suppliers to arrange just-in-time deliveries.
- Consider buying portions ready-made for menu items.
- Bulk buy if it fits with demand or if items are non-perishable.

## Storage

- Label items with purchase and use-by dates.
- Use products in order of use-by dates (oldest first).
- Consider grouping items to match supplier's purchasing list.
- Use a stock tracking sheet; include frozen stock.
- Consider vacuum packing some items to extend shelf life and/or reduce odour.
- Consider using frozen, dried, bottled or tinned goods as alternatives to fresh ingredients where quality is comparable.
- Store dairy products, cooked meat, raw meats, fish, and fruit and vegetables separately in the refrigerator.
- Keep a selection of airtight containers available for storing food in the refrigerator; label contents and date them.
- Revise shelf/storage plan frequently to ensure that it reflects your menu.

## Preparation

- Avoid excess trimming of fish, meat and vegetables.
- Consider offering vegetables with their skins on.
- Freeze any surplus or use the next day.
- Use trimmings to make other dishes.
- Make breadcrumbs or croutons from leftover bread.
- Freeze surplus berries to make coulis or smoothies.
- Use scales to measure ingredients and portions.
- Ensure every dish meets a consistently high standard.
- Ensure staff are familiar with the entire menu and all its components.
- Donate surplus food to redistribution organisations.

## Portion size

- Keep portion sizes consistent – use standard spoons and measures.
- Offer the same menu item in different portion sizes.
- Offer average portions of vegetables, with top-ups if needed.
- Present food creatively to cut the quantity served.
- Offer to leave out any of the ingredients where possible e.g. no salad; salad without onions.
- Introduce takeaway containers such as 'doggy boxes' for leftovers.
- Monitor plate waste using tracking sheets.



**If you are a small or medium business ask about the Resource Efficient Scotland [free food waste audits](#). For more Top Tips for using more of your food, check out the [WRAP](#) and [FoodSave](#) websites.**

"Your business is food, don't throw it away" has been developed by WRAP under the Courtauld Commitment 2025. We would like to thank Love Food Hate Waste New South Wales and FoodSave London for their permission to reproduce material.

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