

Cloth	Yellow
PPE	• Rubber gloves 
Chemicals	• Washing-up liquid
Reference	• Safety policies • COSHH manual • Risk assessment manual • DMLB • A4 handwash poster • Energy, Environment and Recycling Guide • SOP K0035 - General waste management • SOP K0071 - Recycling procedures - Kitchen • SOP OF0022 - Manual handling - General • SOP OF0087 - Logging and reviewing APOS wastage
Equipment	• Clear plastic bags • Red internal food waste bins • External food waste bins • Food waste stickers
 VideoSOP	To be used together with this written SOP. Tap here to play 

Step 1		• Red internal food waste bins must be available in the plate scrape area, food preparation area, on the cookline and food lift rooms (where applicable). • Do not obstruct a handwash basin with any recycling or waste bin. • Ensure a clear plastic bag is placed in a clean red internal food waste bin at the start of every day. • All red internal food waste bins must be clearly labelled “food waste”. Additional food waste stickers can be ordered via the POS order. • Additional bins for all other recycling must be set up. Refer to SOP K0071 - Recycling procedures - Kitchen.
Step 2		• Non-food items must not be placed into the food waste bins. This includes cutlery, paper napkins, sachets, receipts, burger skewers, blue roll and any other non-food item. • Food waste that is still in its packaging must be removed from the packaging before being put into food waste bins. Packaging must then be put into the relevant recycling or general waste bin. Refer to SOP K0071 - Recycling procedures - Kitchen.
Step 3		• The bagged contents of the red internal food waste bins must be tied up and placed into the external food waste bins at regular intervals during the day. • Always wash hands after handling any waste.
Step 4		• Clean the empty red internal food waste bins inside and out using hot soapy water as part of the end of night closedown. Pay particular attention to the handles and under the rim. • Allow to air dry before replacing with a new clear plastic bag.

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Step 5		In the external bin area: • Ensure all food waste is bagged and placed inside the designated external food waste bins. • Lids on external bins must be kept closed at all times when not in use. • Employees must wash hands after handling food waste. • DO NOT send any food waste back to the National Distribution Centre (NDC). • Do not use black refuse bags for recycling food waste.
Step 6		• Any container used for food waste recycling must never be used for any other task. • Additional red internal food waste bins can be ordered via the non-consumables order.