

COURSE OUTLINE

PROGRAMME TITLE	Reducing Food Waste and Operating Costs: Practical Control from Purchasing to Plate
OVERVIEW (Brief introduction Of the topic)	Food waste is not only an environmental issue. For food-service businesses, it represents ingredients that were purchased, received, stored, prepared and sometimes cooked using labour, energy, water and equipment but generated no revenue. Waste can occur through over-purchasing, poor stock rotation, incorrect storage, excessive trimming, production errors, overproduction, unsuitable portion sizes and uneaten food returned from customers. This four-hour online programme provides managers and supervisors with practical, transferable methods to identify where food and related operating costs are being lost. Although restaurant and kitchen examples are used throughout the programme, the methods can also be applied to cafés, bakeries, catering operations, canteens, central kitchens, food courts and hotel food and beverage departments. Participants will learn to map food flow, distinguish avoidable from unavoidable waste, establish simple measurement practices, identify prevention opportunities and consider safe recovery options for materials that cannot reasonably be prevented. Each participant will develop a 30-day Food Waste and Cost Reduction Plan for their own workplace.
LEARNING OUTCOME	Upon completion of this course, participants will be able to: 1. Explain the direct and hidden operating costs associated with food waste. 2. Map the flow of food from purchasing and receiving through storage, preparation, production, service and disposal. 3. Distinguish avoidable food waste from unavoidable food residues. 4. Identify common causes of food waste in purchasing, storage, preparation, production, portioning and customer service. 5. Establish a simple workplace method for separating, measuring and recording food waste. 6. Use food-waste information to identify priority cost-reduction opportunities.

	7. Recommend practical prevention actions involving purchasing, stock control, menu planning, production forecasting and portion management. 8. Evaluate suitable handling and recovery options for surplus food, organic residues, used cooking oil and recyclable materials. 9. Prepare a practical 30-day Food Waste and Cost Reduction Plan for their workplace.
DURATION (days)	0.5 day (4 hours)
TARGET PARTICIPANTS (position/level)	• Restaurant and Food-Service Business Owners • Restaurant, Outlet and Operations Managers • Chefs and Kitchen Managers • Purchasing and Inventory Personnel • Catering and Central-Kitchen Managers • Canteen and Institutional Food-Service Managers • Hotel Food and Beverage Managers • Supervisors responsible for food cost, production or waste management
COURSE CONTENT (with submodules)	MODULE 1: Understanding the True Cost of Food Waste Sub-Module 1.1 - Food Waste as Purchased Cost That Generates No Revenue Sub-Module 1.2 - Direct Costs: Ingredients, Labour, Energy, Water and Disposal Sub-Module 1.3 - Avoidable Food Waste and Unavoidable Food Residues Sub-Module 1.4 - Mapping Food Flow from Purchasing to Plate and Disposal MODULE 2: Preventing Food Waste Before It Happens Sub-Module 2.1 - Purchasing, Receiving, Storage and Stock Rotation Sub-Module 2.2 - Preparation Yield, Trimming and Ingredient Utilisation Sub-Module 2.3 - Menu Planning, Production Forecasting and Overproduction Control Sub-Module 2.4 - Portion Management, Buffet Control and Customer-Facing Practices MODULE 3: Measuring and Diagnosing Food Waste Sub-Module 3.1 - Separating Storage, Preparation, Production and Plate Waste

	Sub-Module 3.2 - Simple Weighing, Volume Estimation and Daily Recording Sub-Module 3.3 - Connecting Waste Information with Sales, Covers and Food Cost Sub-Module 3.4 - Identifying High-Cost Waste and Priority Improvement Areas Sub-Module 3.5 - Establishing Practical Food-Waste Indicators and Responsibilities MODULE 4: Safe Recovery and Workplace Action Planning Sub-Module 4.1 - Prevention First: Applying the Food-Waste Hierarchy Sub-Module 4.2 - Safe Handling and Redirection of Suitable Surplus Food Sub-Module 4.3 - Separating Used Cooking Oil, Recyclables and Organic Residues Sub-Module 4.4 - Overview of Composting, Vermiculture and External Recovery Partnerships Sub-Module 4.5 - Developing a 30-Day Food Waste and Cost Reduction Plan
LEARNING METHODOLOGIES	Learning Methodologies 1. Interactive icebreaker and participant experience sharing 2. Instructor-led presentation with food-service examples 3. Food-flow mapping exercise 4. Food-waste identification and classification activities 5. Cost-loss case studies 6. Simple food-waste measurement exercise 7. Guided group discussion and problem solving 8. Knowledge checks and reflection activities 9. Development of a 30-day Food Waste and Cost Reduction Plan 10. Open question and answer session