



Kitchen Waste Log

Spiteri Catering Ltd

DAILY RECORDING SHEET

EQUIPMENT | TABLEWARE | SERVICING

Record waste when it occurs. Use a consistent unit and keep the category separate from the reason.

WEEK COMMENCING

KITCHEN / DEPARTMENT

SERVICE / SHIFT

Date	Time	Item / dish	Quantity + unit	Category	Reason	Estimated cost (EUR)	Logged by	Action taken

CATEGORY GUIDE Preparation | Spoilage | Overproduction | Plate returns | Other

For the reason, record the likely cause in plain language: poor rotation, over-forecasting, cooking error, portion size or damaged delivery.



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WEEKLY REVIEW AND ACTION PLAN

EQUIPMENT | TABLEWARE | SERVICING

Review the week's entries, identify the largest repeated loss and agree one measurable change.

WEEK COMMENCING

REVIEWED BY

REVIEW DATE

NUMBER OF ENTRIES

TOTAL QUANTITY

ESTIMATED COST (EUR)

HIGHEST WASTE CATEGORY

1. What the log shows

Look for repeated patterns, not isolated incidents

MOST FREQUENTLY WASTED ITEM

LARGEST AVOIDABLE LOSS

WHEN AND WHERE THE PATTERN APPEARS

MANAGER NOTES AND CONTEXT

2. Agreed action

Test one clear change and set a review date

ONE CHANGE TO TEST

ACTION OWNER

START DATE

REVIEW DATE

TARGET / SUCCESS MEASURE

REVIEW LOOP

Record -> Review -> Change one thing -> Measure again

Use the result to improve ordering, storage, preparation, portions and production timing - not to assign blame.