

PREP LIST

PANTRY

INGREDIENTS

METHOD

RECIPES OF
CHANGE

PASS TO
POLICY

PROOF OF
THE PUDDING

UTENSILS

Recipe of Change Toolkit



Menu



PREP LIST - Introduction



PANTRY - Purpose



INGREDIENTS - Definitions



METHOD – Target-Measure-Act



RECIPES OF CHANGE - Checklists



PASS TO POLICY – The role of management



PROOF OF THE PUDDING – Case studies



UTENSILS – Resources

Can't wait to get started?

Go straight to the Recipe of Change checklists which are identified by your role.



CLICK HERE



Foreword

By Sami Dimassi

UNEP Representative and Regional Director for West Asia

Food waste exacerbates food insecurity and strains waste management systems and is a major contributor to the triple planetary crisis of climate change, nature and biodiversity loss, and pollution and waste.

In 2022, the world wasted more than one billion tons of food. This amounts to one fifth (19 per cent) of food available to consumers being wasted, at the retail, food service, and household level.

In West Asia, studies have highlighted the significant problem of food waste in the region, particularly during festive seasons when it tends to peak. This prompted UNEP West Asia with support from GO4SDGs initiative to launch the “Recipe of Change” campaign to encourage the public to reduce their food waste and to help countries in their efforts to achieve SDG 12.3, which aims to halve food waste by 2030.

This Recipe of Change Toolkit is a compilation of best practices and lessons learnt from all the work that was developed in the region towards reducing food waste in the hospitality sector.

The Toolkit, that was developed by the Hospitality industry for the Hospitality industry, aims for food waste management and reduction to move from occasional campaigns to become a lifestyle to “Halve the Food Waste and Double the Blessings”.

Message from Chef Leyla Fathallah

UNEP’s Advocate on food waste reduction in West Asia

“Three years of work with the Recipe of Change campaign have reaffirmed that food waste reduction is possible, behavioral change and awareness raising campaigns can yield excellent and palpable results, and that the compounding benefits of food waste reduction are many at economic, environmental, and societal levels. We have the evidence and the tools; now it's time for each of us to take action and make this toolkit an essential part of our kitchens.”

Guide for the User

From kitchen porters to national government advisors, we hope the Recipe of Change Toolkit helps you on your journey to reduce food waste.

As leaders of change, Horeca managers and head chefs should explore this Toolkit. They should then direct staff to, or print, the relevant Recipe of Change checklist or templates (Utensils) for their completion.

All staff should be encouraged, via Kitchen Talks and management, to have a look at this guide. It has resources to enhance the understanding of the importance of reducing food waste and how this fits with business strategy.



Prep List

The Toolkit

This Recipe of Change (RoC) Toolkit was created by UNEP to raise awareness within the Horeca sector about the adverse impacts of food waste on the environment. It also shares ways to reduce food waste and promotes action to achieve SDG 12.3. This goal is to halve per capita global food waste at the retail and consumer levels by 2030.

The Toolkit uses the Global Roadmap for Food Waste Reduction released by UN Tourism in collaboration with UNEP as a foundational element. It sets out to build on the successes of the Recipe of Change campaign developed by the UNEP Regional Office for West Asia within the [GO4SDGs initiative](#). The Toolkit gives practical advice. If we work together, we can reduce food waste. We must adopt responsible consumption and production. This will help more people access affordable, nutritious food and reduce environmental damage.

Our **Call to Action** is simple, whatever your role, wherever you are on your sustainability journey, we encourage you to adopt this Toolkit. It has practical tips to help reduce food waste. Use it as a key resource for change.

Audience

Within the Hotel, Restaurant and Catering (Horeca) sector, the target audiences for this Toolkit are:

- ☐ Front line – chefs and staff
- ☐ Horeca managers and executives
- ☐ Government representatives at national and subnational levels involved in sustainable tourism, sustainable gastronomy and SDG12.3 reporting.

The Toolkit aims to spur action. It also seeks to raise awareness of food waste's environmental and economic impacts. It helps consumers (guests and staff) and countries achieve responsible, sustainable consumption.

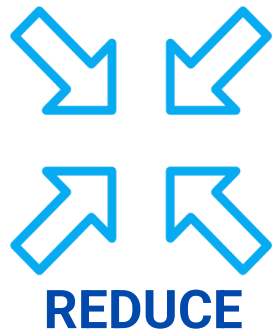


Prep List

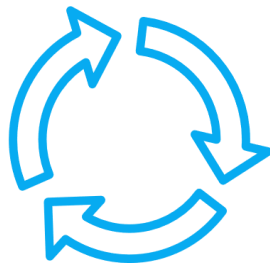
Reduce – Reuse - Recycle

The Toolkit adopts the following guiding principles

Reduce – Reuse – Recycle



REDUCE



REUSE



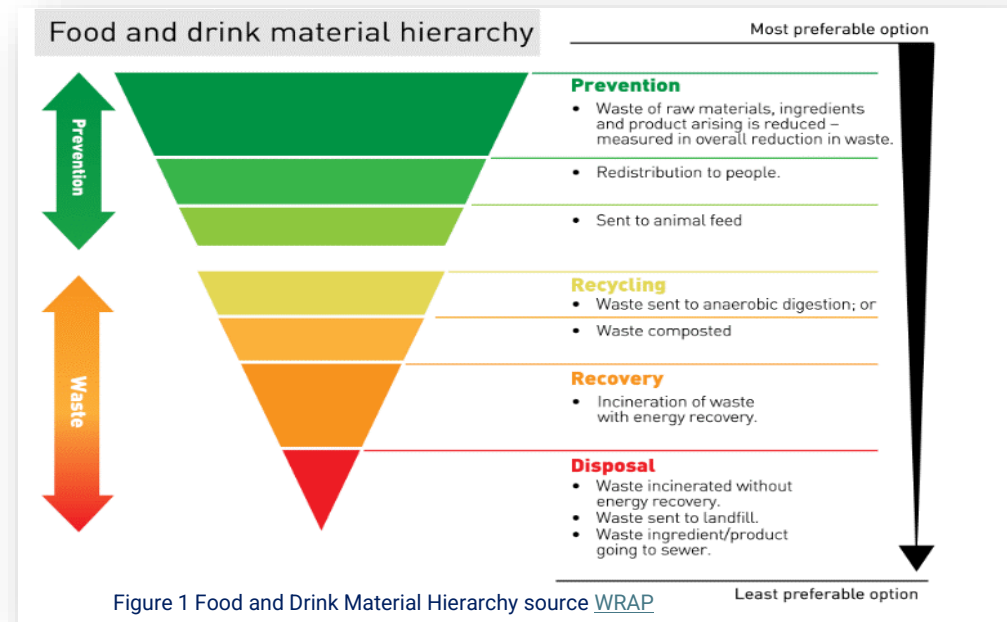
RECYCLE

to determine the priority areas for **ACTION**.

How do these principles relate to the Food and Drink Material Hierarchy?

Taking action to **Reduce and Reuse** is identified as food waste prevention (represented by the shades of **green** below).

Taking action to **Recycle** does not reduce food waste but is less damaging for the environment than disposal. Anaerobic digestion or composting (**yellow and light orange shades**) and recovery (**orange shades**) is less damaging than disposal for example via landfill (**red**).





Pantry

Pantry/ Store cupboard – Keeping it stocked

Keeping your store cupboard stocked with all the ingredients for your menu has a big impact on climate change.

Global Impact

Nearly one-third of all food produced worldwide is wasted. This not only contributes to hunger but also to unnecessary carbon emissions, wasting the water and resources used in production.

Water Waste

It's shocking but true- when we waste food, we also waste the water used to produce it. For instance, wasting a single loaf of bread might represent up to 1,000 litres of wasted water.

Greenhouse Gas

Food waste generates

8-10%

of global greenhouse gas emissions annually.

Economic Costs

The economic cost of food wastage globally is estimated at \$1 trillion each year. This includes the cost of food that is produced but never eaten.

True Cost

On average, the true cost of wasted materials is about 10 times the cost of disposal. This includes not just the cost of disposal but also that of the energy, lost labor and the wasted materials themselves.

Social Costs

1 in 11
of the world's population goes hungry.



Pantry

Pantry/ Store cupboard – Keeping it stocked

The Business Case for Change

By addressing food waste, you show a commitment to sustainability and social responsibility. This improves your business' efficiency, reduces costs and environmental impacts, and boosts food security by redistributing surplus food.

Three behavioral changes:

- ✓ improving livestock management
- ✓ reducing food waste and loss, and
- ✓ the adoption of healthy diets



could reduce methane emissions, a powerful greenhouse gas, by 65–80 Mt/yr (million tons/ year) over the next few decades.

(Source: UNEP/CCAC, 2021)

Investing in Sustainability
makes **Good Business Sense**



60%
Reduction
in Food
Waste!!

Case Study

Recipe of Change campaign and
Green Ramadan

Hilton and Winnow reduced consumer food waste in 2023 by over 60%, 2024 saw further reductions of 21%. The initiative was scaled across 32 hotels in seven countries. It served 239,000 guests at iftars and suhoors.



 Take a look at the Champions 12.3
[Reducing food loss and waste hotels business case](#)



Pantry

Pantry/ Store cupboard – Keeping it stocked



Call to Action

From kitchen porter to national governments, we all need to take responsibility and play our part.

Reducing food waste is both right and smart. It has many benefits for businesses.

Think of it as a tool to:

- drive ongoing improvements in efficiency,
- pinpoint key problem areas and take action to cut operational costs,
- play a significant role in tackling climate change by cutting food waste, and
- show your guests your commitment to sustainability. It will help them feel good about lowering their carbon footprint.

THE HOTEL HAS ALSO
BEEN **REDUCE**
ABLE TO
ITS PERISHABLE FOOD
PURCHASING COSTS BY



25%

Food Waste Prevention
It's a win-win for your business,
your guests, and
the planet!



Pantry

Pantry/ Store cupboard – Keeping it stocked

Five Steps to Achieving Success

1

MEASURE

Generating a food waste inventory, enables sites to identify how much and where food is wasted.

2

ENGAGE STAFF

Kitchen and service staff often want to help prevent food waste, but need more guidance from leadership.

3

RETHINK

Buffets are a large source of food waste. Simple strategies like replacing pans with individual dishes can help.

4

REDUCE OVERPRODUCTION

Often at least one item is consistently under-consumed. Producing smaller quantities of these items prevents food waste without negatively impacting guest experience.

5

REPURPOSE

EXCESS FOOD

Have a “plan B” for how to use foods in other dishes in order to generate revenue from this potential food waste.

“How do I put these actions into practice?”

Take a look at the Recipes of Change checklists for ideas and guidance.

Recipe of Change Checklists recipe of change G4SDGs UN environment programme

Checklist - Measure
Ambition - Measure food waste to find "hotspots." Take action and track progress towards the FWR target.

No.	ACTIVITY ACTION	EVIDENCE	COMMENTS
1	We use a waste, food waste and recycling separation (logistical) system that fits our needs and budget.		
2	We use a measurement process or technology that fits our needs and budget.		
3	We place bins, clearly labeled, in appropriate areas of our site(s) to capture all waste streams.		
4	We train and monitor staff on our food waste separation system.		
5	We measure and track food waste on a (daily/monthly/quarterly) basis to track the impact of our actions.		
6	We map where food waste is generated (e.g., deliveries, kitchen, buffet).		
7	We measure and track Spoilage, Preparation, Over Production and Plate Food Waste to track the impact of our actions.		
8	We have gathered data using our measurement system over the course of a set time period to establish a baseline - ideally starting in a waste-free period (e.g., events).		
9	We have carried out a food waste audit to verify the measurement data and identify hotspots.		
10	We review our performance daily and keep staff updated on our progress.		

SCORE (enter your score for each action and date for completion)

DATE	SCORE

Recipe of Change Checklists recipe of change G4SDGs UN environment programme

Checklist - Measure
Ambition - Measure food waste to find "hotspots." Take action and track progress towards the FWR target.

Checklist - Engage Staff
Ambition - Engage staff to help prevent food waste.

No.	ACTIVITY ACTION	EVIDENCE	COMMENTS
1	We use a waste, food waste and recycling separation (logistical) system that fits our needs and budget.		
2	We use a measurement process or technology that fits our needs and budget.		
3	We place bins, clearly labeled, in appropriate areas of our site(s) to capture all waste streams.		
4	We train and monitor staff on our food waste separation system.		
5	We measure and track food waste on a (daily/monthly/quarterly) basis to track the impact of our actions.		
6	We map where food waste is generated (e.g., deliveries, kitchen, buffet).		
7	We measure and track Spoilage, Preparation, Over Production and Plate Food Waste to track the impact of our actions.		
8	We have gathered data using our measurement system over the course of a set time period to establish a baseline - ideally starting in a waste-free period (e.g., events).		
9	We have carried out a food waste audit to verify the measurement data and identify hotspots.		
10	We review our performance daily and keep staff updated on our progress.		



To inspire you take a minute to view

Chef Leyla Fathallah, UNEP's advocate for food waste in West Asia region, recent Call to Action



Ingredients

Food

FOOD

[food] noun.

“Food” is defined as any substance – whether processed, semi-processed or raw – that is intended for human consumption. “Food” includes drink, and any substance that has been used in the manufacture, preparation or treatment of food.

Definitions taken from the [Food Waste Index](#) with reference to the Codex Alimentarius Commission

Food waste includes both:

“**edible parts**”: i.e., the parts of food that were intended for human consumption, and

“**inedible parts**”: components associated with a food that are not intended to be consumed by humans. Examples of inedible parts associated with food could include bones, rinds and pits/stones.

“**Food waste**”* is defined as food and the associated inedible parts removed from the human food supply chain.

“Removed from the human food supply chain” means one of the following end destinations: (represented by the shades of yellow and orange of the [Food and Drink Material Hierarchy](#)).

- co/anaerobic digestion
- compost / aerobic digestion
- land application;
- controlled combustion
- sewer
- litter/discards/refuse
- landfill

* Food waste also refers to the decrease in the quantity or quality of food resulting from decisions and actions by retailers, food service providers and consumers (SOFA, 2019).



Edible



Inedible



Waste



Food waste typically occurs at four stages:



Spoilage

Caused by damaged packaging, incorrect storage or not used in time, spoilt during the cooking and serving process.



Preparation

Trimming, peelings, or discarded as a cause of cross contamination.



Over Production

Over production or purchasing



Plate

Portions too large, guests taking too much or not liking the food.



Surplus

Surplus describes any food and inedible parts that are sent to the following:

- Redistribution to people (e.g. through a charity)
- Animal feed
- Bio-based materials/biochemical processing (e.g. feedstock for other industrial products)

Surplus Redistribution/ Recovery

After exhausting prevention and reuse options, the next best step is to donate edible surplus food to feed your communities. Work with partners like community fridges, food banks, soup kitchens, or shelters

Donating surplus edible food can help the local community. It will also preserve the resources used to make the food. Plus, it will reduce the amount of edible food sent to compost, landfill, or other end of life solutions.



Method

In 2019 the World Resources Institute (WRI), with UNEP, published a report (Reducing Food Loss and Waste: Setting a Global Action Agenda). The report proposed a three-pronged approach to halve food loss and waste by 2030.

TARGET - MEASURE - ACT



Target – Set food loss and waste reduction targets.



Measure - Identify hotspots of food loss and waste and monitor progress over time.



Act – Develop an action plan to tackle the hotspots.

Adopting the “**Target - Measure – Act**” and reporting techniques highlighted in this Toolkit will help you deliver the Recipe of Change within your business.

Case Study

Fairmont Royal Palm Marrakech:
food costs reduced by over 10%
with waste-saving initiatives

Since implementing the food waste reducing actions, the food waste metric reduced from 300-750 grams to 70 grams per cover and resulted in a food cost reduction of over 10%.





Method



TARGET

Principles

To meet business, national and global targets to reduce food waste, we must work together.

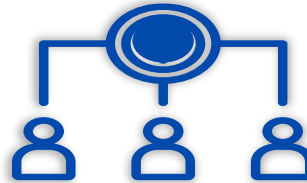
Targets need to focus on:

1.



Preventing the generation of food surplus and waste in the first place.

2.



Redistributing surplus food that does arise.

3.



Diverting surplus (that cannot be used to feed people) into animal feed and high-value biomaterial processing.

Many food businesses have a food waste target. They measure staff, chef, and management performance against it using Key Performance Indicators (KPIs), such as \$ Food Waste / \$ Food Sales.

The risk with such a target/KPI is that achieving the target provides no incentive to improve. One could consider, then, that achieving the same level of food waste each year is a success.

It is therefore important to set a food waste **REDUCTION** target.

The next page explains how to set an effective target





Method



TARGET

Food businesses should adopt the global SDG **12.3** target.
The aim should be to reduce food waste in your operations by **50%** by 2030.
Alternatively, you can set a more challenging target.



[SDG12.3](#)

Your food waste reduction target should be expressed in terms of % reduction, target year and baseline year, e.g.:

“We commit to reducing our food waste by 50% per cover by 2030, compared with our 2023 baseline*”.

(* The baseline year being the earliest year for which comparable data are available).

How does this target work if my number of guests changes every day?

For example,

If your baseline is 200g of food waste per cover, then your target would be to achieve 100g of food waste per cover by 2030.



Method



TARGET

To account for change, the target should be relative – e.g. a 50% reduction in the amount of food waste per cover.

This will address any changes in the business, like the closed season and the number of guests. It will also cover the differences between hospitality formats, like quick service compared with fine dining.

If you lack enough food waste data to set a target, adopt a 50% reduction target by 2030 as a default.

Review this target when you have enough data.

For transparency you should document your reasoning for any change to the target.

To keep momentum and motivate staff, you should track your progress.

Align your target with those of your peers or top market performers – refer to Figure.

Your target should be a reduction in grams per cover, challenging yet achievable and compared against what is already being achieved by your peers.

This method has the advantage of anchoring the target to a realistic standard that is already being achieved by others. Also, the target is reviewed annually. This ensures hotels keep improving.

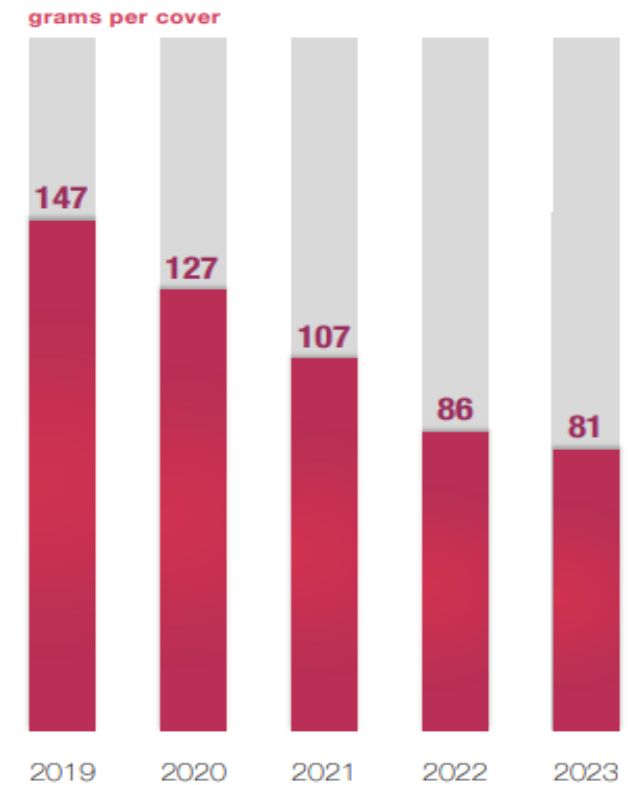


Figure: Reductions in grams per cover (IFWC).
<https://internationalfoodwastecoalition.org/wp-content/uploads/2024/09/IFWC-Report-final.pdf>



Method

TARGET



How do I apply the target if I already have little or no food waste?

A business may have valid reasons for not adopting a 50% reduction target. For example, it may have made past efforts to reduce food waste but cannot fully capture these. You should therefore adopt alternative targets which contribute to SDG 12.3. They should be ambitious and supported by evidence.

Practical Tools

Some businesses will need to carry out robust data gathering prior to setting a target. A good first step is to do a food waste audit. It will help you understand the causes and scale of food waste. Then, set a reduction target for your business.

The image shows two pages of a 'Recipe of Change Checklists' document. The top page is titled 'Checklist - Measure' and includes an ambition statement: 'Ambition - Measure food waste to find "hotspots." Take action and track progress towards the FWR target.' It lists 10 numbered activities with corresponding evidence sources. The bottom page is also titled 'Recipe of Change Checklists' and includes the same ambition statement. It lists 10 numbered activities with corresponding evidence sources. The document is branded with 'recipe of change', 'GO4SDGs', and 'UN environment programme' logos.



Try the Recipe of Change "Target" Checklist to see how well you are doing.



Take a look at the Recipe of Change "Food Waste Measurement" Guide



Method



MEASURE

Principles

Businesses should use an appropriate methodology to robustly measure food waste. They may wish to develop their own, work with their data provider or adopt an existing methodology.

The [UNWTO Tourism Roadmap](#), UNEP Food Waste Index and IFWC recommend that businesses measure their food waste in a consistent way. This allows for annual comparisons of progress against their food waste reduction and diversion target(s).

Best Practice

The hospitality sector has diverse business models. Each business must find the best way to measure its food waste, given its unique circumstances and operations. They should regularly review their practices to see if the scope can be increased and measurement improved.

The IFWC's Food Waste Measurement & Reporting Methodology has been adopted by over 1,000 hotels (2023) as the standard for measuring and reporting food waste in the sector.



[CLICK HERE](#)



Try the Recipe of Change “Measure” Checklist for practical resources to support with your measurement journey.



Method



MEASURE

Practical Tools

Many tools can help you implement the food waste measurement. Some are in the Recipe of Change “Measure” Checklist, but at its simplest level, the below is required:

MEASUREMENT TOOLS



A single food waste container (or 4 containers if breaking down by process)



A weighing scale (e.g., kitchen or luggage scales)



A template to record your food waste measurements.

Digital measurement can help reduce food waste in big, complex kitchens. It gives real-time data on waste patterns. This helps chefs and managers make better decisions and optimize operations. AI systems are evolving. They are more accurate and easier to use. This is reducing waste, saving costs, and lessening environmental impact.



Take a look at the Recipe of Change “Food Waste Measurement” Guide along with the “Food Waste Tracking Sheet” Template





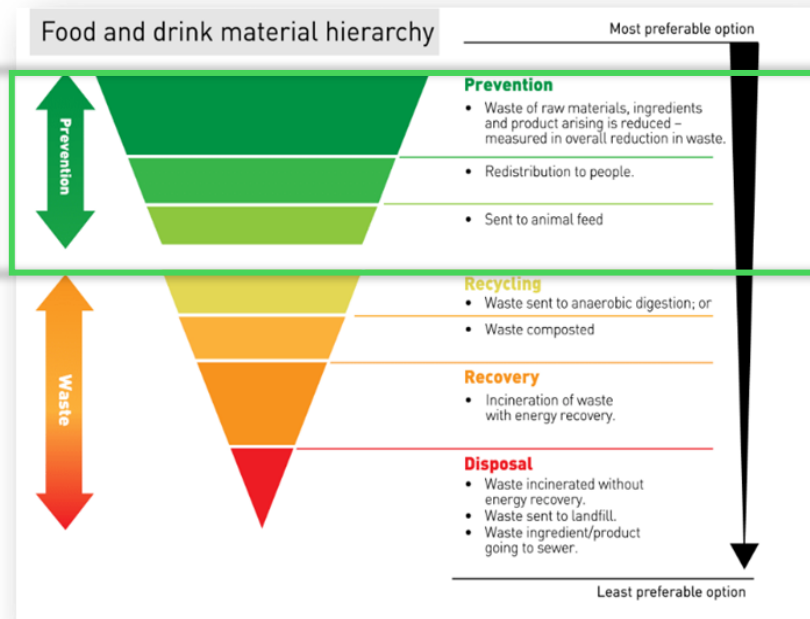
Method

ACTION

ACT

Principles

Actions need to focus on the food waste hierarchy:



- Preventing food surplus and waste being generated in the first place
- Redistributing surplus food that does arise
- Diverting surplus (that cannot be used to feed people) into animal feed
- Recycling any remaining food by composting in preference to disposing of to landfill

Tackling food waste in your own operations should be the priority as this is where you have the most:

- influence
- ability to change behaviors and
- save money.



Try the Recipe of Change checklists to see how well you are doing.



Method

ACTION

**ACT****Best Practice**

Develop an Action Plan covering the 3 key action areas.

1. Own Operations

- Use your measurement data to create a baseline (site and business)
- Track progress against your food waste reduction target.
- Identify food waste hotspots and actions to prevent or reduce it.
- Track progress on the actions and add more to maintain momentum. Reinforce that tackling food waste is everyone's responsibility.

3. Supporting citizens (guests and staff)

Use your own communications, branding, and channels to inform guests and staff. Make them aware of what you are doing and what they can do to help reduce food waste at your venue and at home.

There are lots of potential ways you can influence guest behaviors. Your staff are also consumers. So, engaging them to reduce food waste at work will help them take those lessons home.

2. Supply Chain Engagement

Businesses should use a strategic approach to their supply chain engagement. Good practice is to:

- Identify the biggest food waste "hotspots" in your supply chain – this is where your food waste is arising. Then, focus supplier engagement there.
- First, prioritize larger, strategic suppliers. Work toward targeting the 50% of supply of key products/ingredients (by volume, value or environmental impact).
- For smaller suppliers it may be more appropriate to signpost them to helpful resources such as the Recipes of Change checklists.
- We should prioritize primary production. Waste can be high, especially with fresh produce. At a local level, it is likely the easiest area to influence and support your supplier.

There are many resources and examples of tools available to help you with developing an action plan.

A series of [Recipes of Change checklists](#) are provided to enable you to assess your progress, identify areas of improvement and signpost you to appropriate resources.



Method



REPORT

Best Practice

- Consistent measuring and reporting of food waste and food surplus data allows tracking of progress at the site and business level.
- Reporting and publicizing this progress helps governments track food waste estimates.

Methodologies

The [UNWTO Tourism Roadmap](#) identifies the following core recommendations when reporting:

1. Define a 12-month period and scope of operations. As a minimum, this should cover all operations that the business owns, controls, or influences (i.e. includes franchises).
2. Quantify the tonnage of food waste and its disposal site(s) if possible (e.g. anaerobic digestion, composting, landfill).
3. Determine if the tonnage relates to edible parts only or includes associated inedible parts.
4. Express food waste in terms of food waste (g) per cover or similar metric.
5. Where possible, provide separate quantities for the tonnage of food sent to the following:
 - i. Redistribution to people (e.g., through a charity)
 - ii. Animal feed (where in-country regulations permit)
 - iii. Bio-based materials/biochemical processing (e.g., feedstock for other industrial products)
6. Describe the scope and methods of measurement and reporting.



There are many resources and examples of tools available to help you with reporting internally and externally. Refer to the Recipe of Change “Report” Checklist for links to these resources.

The Food Waste Index

... tracks global and national food waste at retail and consumer (household and food service) levels. It compiles this data to measure wasted food and inedible parts.



[CLICK HERE](#)



Method



REPORT

Best Practice

Best practice is to use a reporting method that is consistent with the [Food Loss and Waste Accounting and Reporting Standard \(FLW Standard\)](#).

In its simplest form, you should use your measurement data to report, e.g. :

Period: No. of days / weeks	7 days
Food waste (kg) within that period	130kg
No. of Covers within that period	600
Metric = grams/ cover	$(130 \times 1,000\text{g}) / 600$ $= 217 \text{ grams/ cover}$

Be as robust and transparent as possible.

This approach lets you share your progress. It shows your commitment to customers, shareholders, and other stakeholders.

When reporting publicly, best practice is to include the following information e.g.:

- Your target and baseline year;
- Your total tonnage of food waste for the year;
- Your progress against the % food waste target; and
- Actions you are taking to reduce food waste.

EXAMPLE

Your target and baseline year:

target = 50% reduction by 2030

baseline year = 2022

Your total tonnage of food waste for the year:

$(52 \text{ weeks} \times 130\text{kg}) / 1,000\text{kg} = 6.8 \text{ tonnes}$

Your progress against the % food waste target:

Year on year = $(1 - (217/230)) \times 100 = 5.6\%$

Cumulatively = $(1 - (217/250)) \times 100 = 8.7\%$

Actions you are taking to reduce food waste:

Menu design, chef and staff training, engagement with guests

(Note: Provide as much detail as possible within the actions).

(Example data used in the calculation:

Reported metric: 2022 = 250g/ cover; 2023 = 230g/ cover; 2024 = 217g/cover)



Recipe of Change Checklists

How to use the checklists

Refer to page 1 of the checklist

1. See how many activities/ actions you can tick.
2. Record your score.
3. If you have scored 10/10 congratulations. No time to rest, share your achievements and move on to the next checklist relevant to you.
4. If you could not tick some activities, see page 2 for resources and guidance.
5. Enter your "Next Steps" that will help improve your score the next time.
6. Enter your name, role, business name, and date of next review.
7. Share with your staff and place on a notice board to remind you of the Actions required.
8. Put a reminder of the review date in your calendar/ diary.

We use a waste, food waste and recycling separation (segregation) scheme that fits our needs and budget.

Yes/ No

If "No"

Recipe of Change Checklists recipe of change **GO4SDGs** **UN environment programme**

Checklist – Measure
Ambition – Measure food waste to find "hotspots." Take action and track progress towards the FWR target.

No.	YES/ NO	ACTIVITY/ ACTION	EVIDENCE / COMMENT
1		We use a waste, food waste and recycling separation (segregation) scheme that fits our needs and budget.	
2		We use a measurement process or technology that fits our needs and budget.	
3		We place bins, clearly labelled, in appropriate areas of our site(s) to capture all waste streams.	
4		We train and monitor staff on our food waste separation system.	
5		We measure and track food waste on a (daily/ monthly/ quarterly) basis to track the impact of our actions.	
6		We map where food waste is generated e.g. deliveries, kitchen, buffet.	
7		We measure and track Spoilage, Preparation, Over Production and other waste to better understand the impact of our actions.	
8		We have gathered data using our measurement system over the course of a set time period to establish a baseline – ideally striving for a waste per guest (cover) metric.	
9		We have carried out a food waste audit to verify the measurement data and identify hotspots.	
10		We review our performance daily and keep staff updated on our progress.	

SCORE: _____ HOW DID YOU DO? _____
(enter your next priorities for action and date for completion)

DATE	NEXT STEPS

NAME: _____ ROLE: _____
DATE OF REVIEW: _____ BUSINESS: _____

Page 1 of 2

Recipe of Change Checklists recipe of change **GO4SDGs** **UN environment programme**

Checklist – Measure
Ambition – Measure food waste to find "hotspots." Take action and track progress towards the FWR target.

Resources to help you complete this Recipe of Change

No.	ACTIVITY/ ACTION	GUIDANCE/ RESOURCE	COMMENT
1	We use a waste, food waste and recycling separation (segregation) scheme that fits our needs and budget.	Appendix: FoodWasteAuditGuide.pdf	Use a waste, food waste, and recycling separation system tailored to your needs and budget. Example: Place color-coded bins in key areas to separate food waste, recyclables, and general waste.
2	We use a measurement process or technology that fits our needs and budget.	Bins and Beyond - Hotel Kitchen	Choose a food waste measurement system that aligns with your budget and operational requirements. Example: Use smart scales or manual weighing to record food waste volumes daily.
3	We place bins, clearly labelled, in appropriate areas of our site(s) to capture all waste streams.	Bins and Beyond - Hotel Kitchen	Position bins strategically to capture all waste streams effectively. Example: Install labeled food waste bins near prep stations and dishwashing areas.
4	We train and monitor staff on our food waste separation system.	Cost Saving Skills Course - Guardians of Grub	Provide training on your food waste separation system and monitor adherence to processes. Example: Conduct quarterly training sessions and spot checks to ensure compliance.
5	We measure and track food waste on a (daily/ monthly/ quarterly) basis to track the impact of our actions.	Guardians of grub - 7-day-tracker	Measure and record food waste on a (daily/monthly/quarterly) basis to evaluate the impact of actions. Example: Use a logbook or digital tracking tool to update food waste metrics daily.
6	We map where food waste is generated e.g. deliveries, kitchen, buffet.	Guardians - Summary - Checklist.pdf	Identify where food waste is generated (e.g., deliveries, kitchen prep, buffets). Example: Create a visual map of waste sources across operations to highlight problem areas.
7	We measure and track Spoilage, Preparation, Over Production and other waste to better understand the impact of our actions.	Guardians of grub - tracking calculator guide	Measure spoilage, preparation, plate, and other waste (e.g., overproduction) to better understand the impact of actions taken. Example: Record and compare the volumes of plate waste and prep waste monthly.
8	We have gathered data using our measurement system over the course of a set time period to establish a baseline – ideally striving for a waste per guest (cover) metric.	Hotel Kitchen Chapter 5: Separation & Measurement	Use data from your measurement system over a set period to determine a baseline. Example: Analyze three months of data to identify average food waste levels and trends.
9	We have carried out a food waste audit to verify the measurement data and identify hotspots.	Winnow solutions Food-waste-audit	Verify measurement data and identify hotspots through a detailed food waste audit. Example: Perform a week-long audit to pinpoint which dishes or processes contribute most to waste.
10	We review our performance daily and keep staff updated on our progress.	Hospitality-Food-Waste-Posters.pdf	Evaluate progress daily and share updates with staff to maintain engagement. Example: Include food waste metrics in daily team briefings and celebrate improvements.

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Recipe of Change Checklists

No.	Titles/ Areas of Focus	Ownership	Role
1	Target	Management	Managing Director/ Hotel Manager
2	Measure	Operational	Executive Chef/ Chef/ Kitchen Staff
3	Report	Management	Managing Director/ Hotel Manager
ACT - Own Operations			
4	Menu Creation	Operational	Exec Chef
5	Storage	Operational	Exec Chef/ Chef/ Kitchen Staff
6	Preparation	Operational	Exec Chef/ Chef/ Kitchen Staff
7	Surplus & Recovery	Operational	F&B Mgr/ Chef/ Kitchen Staff
8	Events	Operational	Hotel Manager/ Events Manager
9	Management Priorities (Summary)	Management	Managing Director/ Hotel Manager
10	Staff Engagement	Management	HR Manager/ Hotel Manager/ Exec Chef
11	Waste Management	Management	Facilities Manager/ Hotel Manager
ACT - Supply Chain			
12	Procurement/ Supplier Engagement	Operational	Hotel Manager/ F&B Manager
ACT - Citizens			
13	Guest Engagement	Operational	Hotel Manager/ Restaurant Manager
ACT - Government			
14	Government	Government	Policy Makers



Pass to Policy

Management

Management is the driving force that turns the vision of tackling food waste into reality. Managers are the catalyst for change. They align leadership, staff, and resources. This creates a unified approach to waste reduction and improving profits. It's not just about reducing scraps on the plate. It's about honoring the story behind every ingredient and the effort it took to bring it to the table.

Empowering Action at All Levels

Change is possible if leaders set the tone and provide resources. These include staff engagement, budgets, and training. Managers must weave these elements together. They must ensure that every team member knows their role in building a responsible, sustainable business. This is how we move from intention to impact and how we create a business that thrives both financially and ethically.

Building a Culture of Sustainability

When senior leaders, hotel managers, and front-line teams work together to cut food waste, they create a ripple effect of change.

This cultural shift redefines how we view food waste. It is now a key part of a business's sustainability strategy and ensures every meal served shows commitment to reducing waste, supporting the environment, and embracing a sustainable future.



Pass to Policy Management

Tackling food waste isn't just an environmental priority. It's vital for your business's sustainability on every level:



Financial: Lowering waste cuts costs and boosts your bottom line.



Guest Expectations: Guests now expect responsible practices. They are loyal to businesses that share their values..



Staff morale and retention: A purpose-driven culture inspires pride, loyalty, and engagement in your team.

These principles will protect your business's future. They will also help people and the planet.

Empowering Action at All Levels

Senior leaders, including CEOs and CFOs, must see the case for cutting food waste. A comprehensive approach boosts your competitive edge and shows your Corporate Social Responsibility (CSR) commitment. Align food waste reduction with your business strategy. It will save money, help the environment, and build loyalty among your guests and staff.

Executive chefs hold a unique position of influence. Your kitchen skills make you perfect to inspire change at multiple sites. Even if you aren't cooking every day, your leadership can unite teams. They can work toward a common goal: waste prevention and efficiency.

Try the Recipe of Change "Management Summary" Checklist. It can help you create and build a culture within your business.



Pass to Policy

Supporting Organizations and Government

Governments have a powerful role to play in the fight against food waste. Their strategies at regional, national and international level affect food waste management in retail, food service, and households. A proactive, strategic approach at these levels can unlock many benefits. It can help people, businesses, and the planet.

Yet many governments lack the data to build a case for action. They cannot prioritize their efforts to achieve [Sustainable Development Goal \(SDG\) 12.3](#): halving food waste by 2030. Without this, opportunities to address food waste remain largely untapped.

[CLICK HERE](#)

A Global Call to Action

The report “Reducing Food Loss and Waste - Setting a Global Action Agenda” stresses the need for governments to adopt the **Target-Measure-Act** approach advocated in this Toolkit. This proven strategy drives accountability and measurable outcomes.

To truly accelerate progress, governments should implement **10 scaling interventions**. They have the potential to quickly broaden their impact. These interventions aim to reduce food waste and scale it. They also address the unique roles of key actors. This includes businesses, policymakers, and households.

By committing to these recommendations, governments can transform food waste management. They can lead the charge in this effort. Their leadership can inspire action across industries and communities. It can create a ripple effect. It would safeguard resources, strengthen economies, and protect the planet for future generations.

Now is the time for bold decisions and unified action to make food waste a global priority.



Pass to Policy

Supporting Organizations and Government

In formulating a strategic approach, governments should also consider the following:



Legislation and Regulation

Governments can help. They should introduce laws to track, report and targets to cut food waste. These rules should apply to all businesses, not just those in hospitality. These rules can encourage or require donating surplus food to charities. This turns waste into a resource that helps communities in need..



Data Collection and Research

Investing in data collection and research helps governments. It gives them a clear view of the causes and extent of food waste in the hospitality sector. Policymakers can use the UNEP Food Waste Index. It can guide businesses to find areas for improvement and set sector-specific benchmarks.



Incentives and Support

Financial incentives, like tax breaks or grants, can motivate businesses. They can invest in food waste reduction technologies and practices. Governments can support innovative solutions that convert food waste into valuable resources. This will foster creativity and progress.



Collaboration & Partnerships

Governments can help form partnerships among businesses, non-profits, public private partnerships (PPPs), and VAs. They can share best practices and resources. By uniting these diverse groups, they will boost food waste reduction efforts. This will foster a more collaborative approach to the challenge.



Public Awareness Campaigns

National campaigns can raise awareness of food waste's impact on the environment and the economy. They can motivate businesses and consumers to act. By promoting best practices and engaging the public, governments can inspire change. This will help reduce food waste across all sectors.

By taking these actions and working with businesses, national governments can cut food waste in the hospitality sector. This will have big environmental and economic benefits



Proof of the Pudding (Case Studies)

The following case studies show how businesses benefited from acting on food waste:

No.	Title	Organisation	Region
1	Green Ramadan Initiative - reducing food waste during the holy month	Hilton/ Winnow	Middle East
2	Fairmont Royal Palm Marrakech	Accor/ IFWC	Morocco
3	Pullman Suzhou Zhonghui	Accor/ IFWC	Asia (China)
4	Tech solutions to track and analyse food waste	Constance Hotels/ Light Blue Consulting	Indian Ocean
5	"Al Rescate" program	RLH Properties	Mexico
6	Hotel de la Coupole Sapa	Accor/ IFWC	Vietnam
7	GOALympics by Sodexo: reducing food waste in the food services and facilities management industry	Sodexo	Global
8	Serve 360 - Redistribution to Reduce Food Waste	Marriott International	Mexico
9	Sofitel Dubai The Obelisk	Sofitel Dubai/ ACCOR group	Asia
10	Ne'ma - The United Arab Emirates' National Food Loss and Waste (FLW) Initiative	Ne'ma	United Arab Emirates
11	Taking the PLEDGE on Food Waste	Marriott	UK & Nordics



Utensils

The following templates have been developed to help you adopt the Recipe of Change principles

Food Waste MEASUREMENT Guide

Food Waste Capture Sheet

DATE	SPILLAGE	PREPARATION	GOOD PRODUCE FROM	PLATE	COMMENTS
	kg	kg	kg	kg	
	kg	kg	kg	kg	
	kg	kg	kg	kg	
	kg	kg	kg	kg	
	kg	kg	kg	kg	

FOOD WASTE REDUCTION ACTION PLAN

Owner of plan:	By when	By whom	Time allocated	Comments
For example, introduce a 'Specialists' board for use up surplus ingredients.	(Date)	(Date)	(Date)	
Use surplus food	(Date)	(Date)	(Date)	
For example, make arrangements with local charities to collect surplus food.	(Date)	(Date)	(Date)	
Food waste	(Date)	(Date)	(Date)	

Hospitality and Food Service - Food Waste Data Reporting

Reporting Period	Food Waste (kg)	Waste to Landfill (kg)	Waste to Compost (kg)	Waste to Recycling (kg)	Waste to Other (kg)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Recipe of Change:
Reducing food waste at [Hotel]

1/3 of all food produced goes to waste

= up to 10% of global greenhouse gas emissions

At [Hotel], we are working with guidance from UNEP to play our part to reduce food waste.

Help us to be part of the change

Food Waste Prevention

No one sets out to deliberately waste food when eating out or at home. Instead, food gets wasted due to many competing priorities and pressures. Knowing what food we waste and why helps. It makes it easier to adopt sustainable habits. They tell us our wasted food and save us money.

There are dozens of small changes we can all make to how we buy, manage, cook and serve food to reduce waste.

These can be grouped into three main categories:

- only buy the amount of food that you need (planning meals, checking your cupboard and fridge before shopping and making a shopping list can help)
- store it in the best way to make it last as long as possible (this can include checking your fridge is at the right temperature, and using the freezer to hit pause and give yourself more time to eat food before it spoils)
- make an effort to use and eat everything that you buy (this includes trying to 'spare' food. That means eating all those bits you that you eat, even when the recipe allows you to leave them out)

01

Food Waste
Measurement
Guide

02

Food Waste
Tracking
Sheet

03

Action Plan
Template

04

Reporting
Template

05

Table
Tent

06

Leaflet for
Guests

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