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|  | **MAHARASHTRA COSMOPOLITAN EDUCATION SOCIETY****Azam Campus, Pune – 411 001** |

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**Step 1**

Measure and monitor

**Step 2**

Develop an action plan; Ways to waste less

**Step 2 (cont.)**

Develop an action plan;

Ways to recycle more

**Steps 3 and 4**

Review progress and share your good work

**Step 1: measure and monitor food that goes in the bin for a trial period, e.g. a week, to understand where and why this waste arises. Repeat this at least twice a year to measure your progress. This will enable the cost of food waste to be identified and for progress to tracked over time.**

**For the trial, start collecting food waste in separate bins,** where appropriate. Weigh them so that the amount of food waste can be compared to other wastes. Alternatively, if separate food waste collections are in place, your waste contractor may be able to provide this data.

**For the trial use three separate bins** (one each for preparation, spoilage and plate waste), where appropriate. Weigh them daily to find out where the most food waste is being generated. This should include food that would otherwise have ended up in the sink disposal unit.

**Calculate the amount of food waste produced each year** from the data collected. Multiply this figure by the cost per tonne (£4,000) to find out how much this is costing your business each year.

**Step 3: review progress on the plan each month, including speaking to staff and get their feedback on the progress being made. This will keep people involved and motivated. Measure the amount of waste produced regularly and work out how much money is being saved.**

**Step 4: share your good work with staff, consumers and industry. Keep up-to-date on all the good practice being carried out by other businesses by looking online e.g. the WRAP website. Apply anything you learn to the plan and update it regularly.**

**Where Does Food Waste Come From?**



**QUANTIFIABLE TONNES OF PACKAGING WASTE**

The most important aspect of waste management is having access to comprehensive data on the

processing and collection of your waste.

Your recovery operator should be supplying you with a breakdown of all the waste which is being

collected from your business.

This means that first and foremost, you are aware of what you are paying for when you budget

for your waste collection, secondly that you can pinpoint areas where waste or overuse may be

occurring and thirdly that you can establish areas where you may make a saving. This is, of course,

an important element of any submission for the Repak Awards, Best Practice Hospitality.

**STAFF INVOLVEMENT – A VITAL INGREDIENT**

Many hotels have found it beneficial to implement a ‘Green Team’.

This means that a number of staff from each area of the hotel are members of this team and are

monitoring the success of initiatives implemented in the hotel and liaising with their staff to find any

new ideas for reduction or minimisation, which may be suggested at weekly or monthly meetings.

**Segregation**

Waste streaming is a highly effective way of reducing waste.

- Kitchen and bar area: bins colour coded for easy training and clear

segregation

- Accommodation staff : trolleys with two separate bags for segregated

collection

- Guest accommodation bins: bathroom bin signposted as contaminated

waste bin and bedroom bin clearly marked with the recycle sign for paper

and plastic recyclables

- Guest books should also have information on the hotels Reduction,

Recycling and Minimisation policies

- Clear plastic bags to be used for easy identification of waste type

All new staff should be fully briefed in the benefits of segregation, the use of these bins and also

aware of the Hotels environmental policies.

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**COLLECTION AREAS**

Always ensure that areas of the hotel which are used for collection of waste are kept as clean as

possible and that bins are clearly marked and segregated. In a lot of cases, hotels hang sign in

sheets in these areas. Staff are required to list use of correct bins and to note use of the compactor

if one is available to them. This means that staff are aware that these areas are under observation

by senior staff members and are required to be used correctly and kept orderly.

To assist with segregation of waste, the following guidelines may be useful:

- Colour code different types of waste e.g.

Black = Paper / Cardboard

Yellow = Glassware

Brown = Tin and metals

Green = Food

Red = Medical

- Collect in clear plastic bags to ensure that the waste is segregated correctly

- Use photographs as well as text to help employees who may have difficulty reading

English.

**Reduction**

Letters can be sent to all suppliers, requesting that they minimise the amount of packaging which

they deliver on goods supplied to the hotel.

Many hotels find that bulk containers can be used in guest rooms, for items such as shampoo and

shower gel and that these can be refilled by accommodation staff as required.

Juices can be delivered in bulk and made available from dispensers at breakfast buffet

Candles which burn oil were used in the restaurant of one hotel, rather than single use candles

**PREPARATION OF WASTE FOR COLLECTION AND RECYCLING**

Always ensure that areas of the business that are used for collection of waste are kept tidy and that each area or bin is clearly marked. If applicable, investigate the use of balers and compactors to compress your waste. Paper/ cardboard bales and plastic bales are a very effective way of reducing the storage space required for this waste and reducing the transport costs associated with it, as baled waste takes up much

less volume. Compactors can also reduce the space required to store food waste or mixed waste, but a business would need to be producing a substantial amount of this waste before a compactor could be justified.

**Under no circumstances should the use of open skips be allowed on your site.**

Open skips quickly become filled with recyclable material, compostable material and general waste in an uncontrolled way. It is also the most expensive way of dealing with waste. Balers and compactors are available in different sizes and combinations (e.g. a twin chamber baler), and can be leased, rented or bought outright. Your recovery operator may be able to work with you on the best solution to recycle your waste, as clean, segregated, baled (or compacted) waste material will attract a higher value, as opposed to low value unprocessed waste. The higher the value you can attract on your waste material, the quicker the payback period on any equipment you have acquired.

**OTHER REUSE, RECYCLING**

Reuse initiatives are often put in place, which tend to be specific to the hotel

themselves, but could be put into practice if the hotel has suitable facilities. For

example:

You could also look for smaller projects around your business that minimises packaging. For

example, buying cooking oil in bulk containers and drawing off smaller batches as required for the

cooking areas, or allowing your suppliers to take back spare white pallets that you accumulate.

- Unused toiletries from guest accommodation were collected by

accommodations staff and used in staff areas

- Macerated food items were taken from the kitchens and sent out to greyhound

trainers.

- Light wood pallets from food deliveries were broken down and given to St

Vincent de Paul as kindling for elderly home owners

- Envelopes were stored and reused for internal staff documents

- Internal documents were printed on both sides

These types of opportunities come from working with staff, customers and other businesses in your

area to see what can be re-used or recycled. Not only will anything recycled in this way save you

having to pay charges to a recovery operator, it may even earn some money for you.

**Minimisation**

Many hotels have introduced a number of initiatives which have been beneficial in eliminating the

need for packaging altogether. See below for a selection of some successful initiatives;

- Packaging elimination at breakfast: yoghurt and jam are available

in large serving dishes, while butter is available in small portions on

plates

- Packed lunches made onsite and placed in cardboard boxes which

are made up and labelled as required

- Re-usable bags provided for guest laundry which are matched up

with customer using the dockets provided

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**TO KEEP ON FILE**

The following records will be useful in demonstrating improvements to your waste management

systems. They will also provide the required detail if you wish to submit an application for an

awards scheme such as the Repak Recycling Awards.

- Photographic evidence of any new improvements to the hotel

- Last years and current records from recovery operators

- Correspondence with suppliers in relation to packaging reduction

- Green Team meeting minutes and staff suggestions

- Records of any consultation work carried out in conjunction with the Local

Authority

- Records and photographic evidence of any work environmental initiatives

undertaken at a local level – e.g. involvement with schools etc.

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