



### Tuckshop and Canteen Management Consultants

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## Wastage logs

Wastage logs are vital when it comes to tracking your stock. One of the first things I set up in a school is a wastage log. Convenors are often surprised at the wastage they have once they start recording it. I am often told “we don’t have wastage”. That is just not possible day in day out on a regular basis. If it is accurate then often I find enough food is not being made and students at the end of the lines end up having an ice cream or chips for lunch or food that should not be sold as it is not at an acceptable standard i.e. toasties made for first break stay in the hot boxes for second break

So what is wastage? Wastage is everything we expected to get money for and didn’t so things like-

- ✚ Out of date items like bread or ham
- ✚ Items dropped or no longer food safe
- ✚ Items given away like volunteer drinks or lunches
- ✚ Taste tests and quality control

Wastage doesn’t include items like-

- ✚ The crusts of the bread loaf [as we didn’t include it in the original costings] it is the same with outside lettuce leaves or tomato ends
- ✚ Out of date items like chocolate milk if you get a credit back for it from the supplier

What should you do with the wastage? If an item is not fit for sale then it shouldn’t be taken home by staff or volunteers and consumed. You can’t assume it will be kept food safe on the trip home. All left over’s should be discarded onsite. Convenors should absolutely not take this sort of thing home as you don’t want people saying; “She always puts on an extra 10 lasagna of a Tuesday so her family has lasagna Tuesdays!” Unfortunately this does happen.

Your treasurer or book keeper will need the wastage log and that is why it is best on a single sheet rather than a book. You can send the sheet off when it is full or at the end of each week with the timesheets.

The wastage log should include a column for the item name, amount, reason for wastage and a cost column as a minimum. To fast track its implementation there is a template available in the how to track your stock package available at [www.canteens.com.au](http://www.canteens.com.au) or just draw up your own.

Remember minimise your wastage as much as you can but not to the detriment of customer service or quality of the foods sold

### Additional help to manage your Tuckshop or Canteen

- ✚ Tuckshop and Canteen Management Consultants Helpline [www.canteens.com.au](http://www.canteens.com.au)
- ✚ QAST is an excellent source of information for Tuckshops and Canteens <http://www.qast.org.au/> Apply for your member log in details so you can access members only section.
- ✚ Nutrition Australia <http://www.nutritionaustralia.org/>
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