

餐飲業界

避免廚餘產生的一般指引

Restaurants and Related Trades - General Guideline for Prevention of Food Waste

採購

Procurement

食肆應避免一次採購過多食品
Avoid over-purchasing
適當地簡化餐牌以避免購買過量備用食材
Simplify the menu to avoid superfluous spare storage

決定菜單

Menu

盡用食材每個部分來減少廚餘
Make good use of every part of food to minimize food wastage

將過剩的食材再利用，大前提是需顧及食品衛生安全
Make good use of surplus food with due consideration for food safety

安排職員記錄每日廚餘量，每月月尾進行一次報告評估，並更新減廚餘目標。另外，與職員定期檢討以不同方法、制度來減少廚餘
Record the amount of waste every day, evaluate the record every month and review the food waste reduction target. Also, discuss with the staff regularly to apply different measures / systems to reduce food waste

多嘗試創作少肉多菜、輕盈菜單，避免製作過量食物
Design cuisines with more veggie and less meat, plus a light portion selection to avoid food wastage

顧客方面

Customer

提供不同分量之選擇，既可提高營業額，亦可減低廚餘
To raise business revenue and reduce postconsumed food waste by a selection of different quantities on the menu

前線職員可鼓勵顧客分段淺嚐不同佳餚，以防剩餘過多食物情況，并同面增添營業額
To raise business revenue and reduce postconsumed food waste, frontline staff could advise customers to order and taste dishes one by one

職員亦可鼓勵顧客分多次光臨食肆，品嚐不同馳名菜餚，從而杜絕食物落單量過多問題
To prevent food waste from over consumption, staff could also encourage customers to try the branded dishes next time

顧客如真的吃剩很多食物，前線職員可鼓勵將食物擺回家享用。
Frontline staff could encourage consumers to take home unfinished food

提供建議箱，向顧客了解飯餐是否過多，徵詢減少浪費食物之方法
To provide customer box to collect feedbacks and views on appropriate food quantity and suggestions to minimize food waste

食物儲存

Food Storage

定期檢查食物之使用期限，建議每星期檢查一次
Inspect the expiry date of the food regularly. It is recommended to conduct the inspection once a week

當發現食物期限將至，將過多的食材/食物捐贈給食物銀行或社區廚房
Donate the surplus food to food bank or community kitchen when the food is going to expire

食肆員工於備貨時避免一次過多預留太多食材於餐廳內，應留意顧客對該菜式的需求
Monitor the demand for different dishes to avoid excessive food storage

員工培訓

Staff Training

為所有員工提供培訓，讓員工了解廚餘減量、源頭分類及回收廚餘之重要性
Provide on-job training to all staff on the significance of food waste avoidance, source separation and recycling

教導員工認識什麼廚餘可回收及如何將廚餘分類
Educate staff about recyclable food waste and source separation

教導員工配合廚房及樓面作源頭分類和廚餘收集及回收的整個流程
Educate staff on co-operation between departments to facilitate source-separation, collection and recycling at different work processes

廚餘源頭分類的一般指引

Restaurants and Related Trades - General Guideline for Source Separation of Food Waste

源頭分類及廚餘回收的流程

Source separation and food waste recycling procedure

要在食肆內有效回收廚餘，首先要了解廚餘的分類— (1) 廚房內預備烹調時的剩餘食物，即俗稱菜頭菜尾或上欄 (未煮) (2) 顧客吃剩的食物，即下欄。
Familiarise with the two classes of food waste to enable effective food waste recycling practice in an eatery: (1) the abandoned food materials in dish preparation; (2) the leftover food parts on the dining table.

廚餘應盡量瀝乾水分，避免將不可回收的物料 (如：塑膠袋) 投入廚餘桶中。
Drain excess water and do not put non-recyclable materials (e.g. plastic bags) in the food waste recycle box.

可回收的廚餘包括：蔬菜、水果、肉類、粉麵、米飯、麵包、骨頭、蛋殼、茶包、紙巾，不可回收的包括：膠製容器、即棄餐具、發泡膠容器、錫紙容器、墊盤紙、紙杯和杯蓋。
Recyclable food waste includes: vegetables, meat, flour, rice, bread, bones, egg shells, tea bags, paper towel; non-recyclable food waste includes: plastic products, disposable utensils, foamed polystyrene containers, aluminium foil containers, paper tray liner, cups and lids.

於收集廚餘時，可放置數個較小的廚餘桶於廚餘產生點的不同範圍 (如：廚房砧板旁)；廚餘桶底部宜有轆，方便移送；廚餘桶應有別於一般垃圾桶以方便識別，並且貼上回收廚餘的標籤；廚餘產生點亦應張貼有關的宣傳海報或指引以提醒員工進行分類。

Place several smaller-sized recycle bins in different locations to collect food waste (e.g. near the chopping board); use wheeled-recycle bins to improve mobility; recycle bins should have recycling labels and be different from ordinary rubbish bins; posters and guidelines should be posted near the food waste generation points to remind staff of food waste separation.

當小廚餘桶6-7成滿後，員工可將之集中轉移到大型廚餘桶，方便搬運；大型廚餘桶可放置於上落客貨區，方便運走廚餘。

When the small-sized recycle bins are 60-70% full, staff could transfer the contents to bigger bins which could be placed at the pick up /drop off points for removal.

由於廚餘放置過久會發出異味及造成衛生問題，故需安排回收公司每日收集廚餘。

Arrange daily collection of Food waste to avoid odour and hygiene problems due to prolonged storage.

回收時間可安排於晚飯後進行，因晚飯所收集的廚餘量會相對較多及可避免廚餘過夜影響環境衛生。
The best time to collect food waste is after dinner when food waste generation is relatively high. This arrangement can also prevent environmental and hygiene problems due to overnight storage.

小型的廚餘桶佔較少位置

Smaller-sized recycle bins occupy less space

車隊會每日運走廚餘

Food waste will be collected daily

大型廚餘桶放於適當位置，再由員工推往上落客貨區
The bigger-sized recycle bins could be placed at a suitable location and hauled to the pick up/drop off points for removal staff

廚餘之處理辦法

Food waste disposal and handling

若剩餘食物處於新鮮、乾淨及未開封之狀態，可捐贈予慈善團體和食物銀行，但需要注意食物衛生和安全。
If the surplus foods are fresh, clean and sealed, restaurants could send them to charities and food banks. Please pay attention to food hygiene and safety.

廚餘的處理方法是回收作堆肥、魚糧或送往日後的『有機資源回收中心』。

Food waste could be recycled to produce compost or fish feed, or delivered to the future Organic Waste Treatment Facilities for treatment upon their commissioning.

業界亦可考慮自行設置小型廚餘處理機將已源頭分類的廚餘進行現場處理，減少需要傾倒的份量。

The trades may also consider installing small-scaled waste treatment machines to treat their source separated food wastes on site in order to reduce the amount of waste for disposal.

有機堆肥

Organic compost

魚糧

Fish feed

小型廚餘機

Small-scaled waste treatment machine