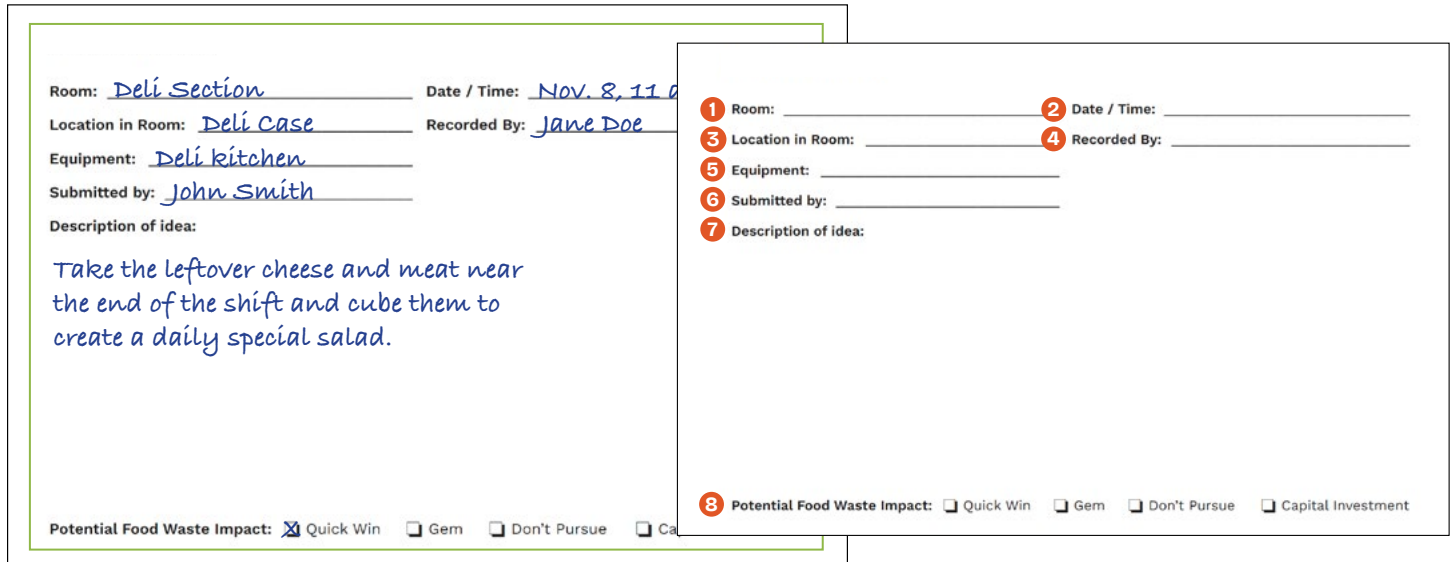


INSTRUCTIONS FOR CAPTURING FOOD WASTE IDEAS VIA A GEMBA WALK

This Food Waste Idea Record allows those participating in a Gemba walk to quickly record ideas while observing and participating in the process. These [Food Waste Idea Record Forms](#) should be pre-printed (10-30 sheets) and held on a clipboard for capturing ideas quickly in the moment.



The image shows two overlapping forms. The top form is a sample filled out with handwritten text. The bottom form is a blank template with numbered fields 1 through 8. The sample form includes: Room: Deli Section, Date / Time: Nov. 8, 11 AM, Location in Room: Deli Case, Recorded By: Jane Doe, Equipment: Deli kitchen, Submitted by: John Smith, and a description: 'Take the leftover cheese and meat near the end of the shift and cube them to create a daily special salad.' The bottom form has fields for Room, Date / Time, Location in Room, Recorded By, Equipment, Submitted by, Description of idea, and Potential Food Waste Impact (Quick Win, Gem, Don't Pursue, Capital Investment).

Sample Form

KEY DATA TO RECORD DURING THE GEMBA WALK:

- 1 Indicate **the room** where this portion of the Gemba walk is happening (e.g., kitchen, receiving, production, etc.).
- 2 Note the **date and time** the idea is recorded.
- 3 Record **the location** in the facility where the idea would be implemented.
- 4 Write the full name of the **person recording** the information.
- 5 Write down the **specific equipment** that was involved (e.g., Line 8, mixing machine, etc.).
- 6 Record the name of the **person who had the idea**.
- 7 Write as much **detail about the idea** as time allows.
What is the issue? What is the potential food waste reduction idea?

KEY DATA TO RECORD AFTER THE GEMBA WALK:

- 8 **Potential food waste impact:** This area should be completed after the Gemba walk is completed, but shortly thereafter with key kitchen and/or operational managers.

The Potential Food Waste Impact categories are defined in the sidebar and initially, each food waste idea should be assigned one impact classification.

- ➔ **Add the ideas to the Opportunity Register:** All ideas should be categorized and added to the [Food Waste Opportunity Register](#). 

IMPACT CATEGORIES

Quick Win

Little-to-no-cost requirements, easy to implement, food waste savings are assumed to be small- to medium-sized.

Gem

Low- to medium-cost requirements, small-to-moderate effort to implement, and food waste savings are medium-to-large and impactful.

Strategic investment

Investment is sufficiently large and requires financial planning and budgeting sign-off, effort to implement has a longer time horizon, and food waste savings could be significant.

Don't pursue

These initiatives are too expensive or not valuable enough to implement or do not specifically pertain to the company or operation at-hand.