

## Auditing your Operations/ Audit Guide

### Introduction

Auditing your establishment regularly in sustainable practices is important to understand what you are doing well and where your focus areas will be.

Note: This audit is designed for establishments that are starting to move toward a sustainable approach. If your establishment is further along in its journey, please reach out to The Table Food Consultants for more auditing information.

Use either the checklist or the rating system to ensure that the standards are being met.

If you choose the rating system, use the following rating criteria: 0 for 'very poor', 1 for 'poor', 2 for 'good', 3 for 'very good' and 4 for 'excellent'.

Item	Points	Comments
<b>Purchasing &amp; Procurement</b>		
<ul style="list-style-type: none"> <li>Are ingredients sourced locally or from sustainable suppliers? Is the location of the farm/ aquaculture business documented?</li> </ul>		
<ul style="list-style-type: none"> <li>Are suppliers vetted to ensure transparency? (use our conversations with your supplier- for critical questions)</li> </ul>		
<ul style="list-style-type: none"> <li>Is there regular review / checking-in with suppliers' performance in terms of sustainable practices? Is there a clear platform for communicating seasonal</li> </ul>		

supply and abundance?		
<ul style="list-style-type: none"> <li>Is a Life Cycle Assessment Conducted for the top 10 most consumed whole products?</li> </ul>		
<ul style="list-style-type: none"> <li>Are organic, fair-trade, or sustainably certified products used? If so, is certification kept on file?</li> </ul>		
<b>Menu Design</b>		
<ul style="list-style-type: none"> <li>Is there an emphasis on seasonal ingredients? Are menus changed seasonally?</li> </ul>		
<ul style="list-style-type: none"> <li>Are menus worded open-ended to allow customers to purchase on availability/ abundance?</li> </ul>		
<ul style="list-style-type: none"> <li>Are side portions controlled in the way of upselling or re-filling sides? (if applicable)/ Are buffets set in smaller portions with communication to customers (if applicable)</li> </ul>		
<ul style="list-style-type: none"> <li>Is provenance and sustainable procurement highlighted in the menu description?</li> </ul>		
<b>Team Training, Development &amp; Work Conditions</b>		
<ul style="list-style-type: none"> <li>Are there training and development plans implemented for team members? And is regular training conducted?</li> </ul>		
<ul style="list-style-type: none"> <li>Are work hours controlled? Is the shift split between prep and service to ensure a healthy balance?</li> </ul>		



<ul style="list-style-type: none"> <li>Are all team members trained in sustainable practices? Is education around sustainability ongoing?</li> </ul> <p>(If you need educational workshops in sustainability, please see us at The Table Food Consultants)</p>		
<b>Waste Reduction and Management</b>		
<ul style="list-style-type: none"> <li>Are food recovery groups set up to redistribute leftover food?</li> </ul>		
<ul style="list-style-type: none"> <li>Is Food waste regularly audited? Are weights and intervention trials documented?</li> </ul> <p>(please see our food waste document for more information)</p>		
<ul style="list-style-type: none"> <li>Is General waste audited regularly? Are any items redistributed for another purpose, such as a “closed loop”?</li> </ul>		
<ul style="list-style-type: none"> <li>Is composting of food waste practised? Does the food waste get redistributed for another purpose?</li> </ul>		
<b>Equipment Management and Maintenance</b>		
<ul style="list-style-type: none"> <li>Are energy-efficient appliances (e.g., Energy Star-rated) being used?</li> <li>Is there a schedule for regular maintenance of kitchen equipment to ensure optimal efficiency?</li> </ul>		
<ul style="list-style-type: none"> <li>Are energy &amp; water consumption metrics monitored and reported regularly?</li> </ul>		

<ul style="list-style-type: none"> <li>Are low-flow faucets and fixtures installed? Are there water recycling systems in place</li> </ul>		
<b>Packaging &amp; Plastics</b>		
<ul style="list-style-type: none"> <li>Are reusable or biodegradable containers used instead of single-use plastics? Is the packaging going into the correct waste stream from staff and consumers to ensure composting?</li> </ul>		
<ul style="list-style-type: none"> <li>Are reusable containers used to store preparation items, or are alternatives to cling film used?</li> </ul>		
<b>Policy, Procedure &amp; Finance</b>		
<ul style="list-style-type: none"> <li>Are there clear policies and standard operating procedures written for the establishment?</li> </ul>		
<ul style="list-style-type: none"> <li>Do sales, COGS, recipe costs and P&amp;L get reviewed regularly?</li> </ul>		
<b>Total Points</b>	/ 100	
<b>Action Plan</b> In the areas with the lowest scores, create an action plan with your Green Team to improve and test interventions.		

If you need advice on issue areas or how to use this document, contact The Table Food Consultants at [www.thetablefoodconsultants.com.au](http://www.thetablefoodconsultants.com.au).