

Food Recovery Process Design Document

Training Solution Recommendations

TRAINING & COMMUNICATION PLAN

Because the [REDACTED] has arisen as the natural leader for the food recovery process at each of the pilot stores, material should be developed to support these [REDACTED] in leading the rollout. Training should be provided to the [REDACTED] to ensure they understand the program and their role in the process. This can take place in person or in a virtual [REDACTED]/session.

The communication plan will outline what discussions need to be held, which [REDACTED] audiences need to be addressed, and what topics/activities should be included. This communication plan should also include a checklist of store-specific considerations each [REDACTED] will need to ensure they have established thorough procedures for each part of the food recovery process at their store. This can include items such as specifying donation locations, [REDACTED] schedules, how to access the compost bin, etc.

[REDACTED] will be used to outline the communication/training specifics [REDACTED] (and [REDACTED]) will use as they introduce the food recovery process to their [REDACTED].

[REDACTED] and [REDACTED] should also receive training on the program since they will be active participants the process.

SIMPLIFIED SORTING REFERENCE GUIDE

A simplified [REDACTED] can be developed that will help outline culling considerations, particularly for [REDACTED] and [REDACTED] (with relation to food in plastic packaging). This will build on the previously designed [REDACTED] flowchart and align with existing content on the [REDACTED] page.

ADDITION OF FOOD RECOVERY PROCESS INTO EXISTING [REDACTED] FOR NEW [REDACTED]

The food recovery process should be added to the onboarding training topics for new [REDACTED] within the departments participating in the process.

GUIDELINES FOR [REDACTED] SAFETY

Transporting/emptying the compost bins has proven to be a strenuous task on [REDACTED]. We can minimize risk by identifying the safest practices for this portion of the process.

Food Recovery Process Design Document

Role-Specific Outlines

Role	Training Outline
[REDACTED]	<ul style="list-style-type: none">• [REDACTED]<ul style="list-style-type: none">○ Background info & “the why”○ Process overview<ul style="list-style-type: none">▪ [REDACTED] Page introduction▪ What Can Be Donated?▪ What Can Be Composted?▪ Composting 101▪ What Can Go in the Bone Barrel?▪ Bone Barrel 101▪ What should NOT Go in the Compactor?○ Business goals & expectations<ul style="list-style-type: none">▪ Food Recovery Recycling & Waste Billing 101○ The role of the [REDACTED]○ Resources & training materials for [REDACTED] & department [REDACTED]
[REDACTED]	<ul style="list-style-type: none">• [REDACTED]<ul style="list-style-type: none">○ Background info & “the why”○ Process overview<ul style="list-style-type: none">▪ [REDACTED] Page introduction▪ What Can Be Donated?▪ What Can Be Composted?▪ Composting 101▪ What Can Go in the Bone Barrel?▪ Bone Barrel 101▪ What should NOT Go in the Compactor?○ The role of the [REDACTED]○ Discussion of store-specific variables & procedures○ Resources & training materials for department [REDACTED]
[REDACTED]	<ul style="list-style-type: none">• [REDACTED]<ul style="list-style-type: none">○ Background info & “the why”○ Process overview<ul style="list-style-type: none">▪ [REDACTED] Page introduction▪ Department-specific [REDACTED]▪ Composting 101▪ Department-specific Donation and Diversion Guidelines○ Reference tools<ul style="list-style-type: none">▪ [REDACTED]▪ [REDACTED]▪ Sorting/culling [REDACTED]○ Demonstration○ Discussion, questions, and clarification○ Note: [REDACTED] can participate in a simplified form of these huddles

Recommendations for Existing Content

- Ensure all procedural guidelines are present in the [REDACTED] for each department. The [REDACTED] are appropriate documents for including more detail.
 - Specifics regarding what to do with items in plastic packaging.
 - Procedures for rinsing bone barrels.
- Reduce/simplify content under [REDACTED]. There is a lot of repeated content, which can make the documents difficult to navigate. Reducing content repetition will also lend itself to an easier experience when the content needs to be updated.
- Expand on [REDACTED] for [REDACTED] if those instructions do not already exist elsewhere.