












<b>Cloth</b>	Blue
<b>PPE</b>	<ul style="list-style-type: none"> <li>Rubber gloves </li> </ul>
<b>Chemicals</b>	<ul style="list-style-type: none"> <li>Washing Up Liquid</li> </ul>
<b>Reference</b>	<ul style="list-style-type: none"> <li>Safety policies</li> <li>COSHH Manual</li> <li>Risk Assessment Manual</li> <li>A4 Handwash poster</li> <li>SOP - K0066 - Food waste recycling</li> <li>SOP - OF0022 - Manual handling - General</li> <li>SOP - OF0030 - Recycling procedures</li> <li>SOP - OF0031 - General waste management</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>Green coffee grounds caddy</li> <li>Red internal food waste bins</li> <li>External food waste bins</li> <li>Waste guide poster</li> <li>Coffee grounds stickers</li> <li>Colander or sink strainer</li> <li>Clear bin liners</li> </ul>
 <b>VideoSOP</b>	To be used together with this written SOP. <a href="#">Tap here to play</a> 

<b>Step 1</b>		<b>For recycling coffee grounds:</b> <ul style="list-style-type: none"> <li>A green coffee grounds caddy or red internal food waste bin must be available in the self-service coffee area.</li> <li>Coffee grounds caddies or red internal food waste bins must never be made accessible to customers or used instead of a general waste bin on the coffee station.</li> <li>All green coffee grounds caddies must be clearly labelled "Food Waste - Coffee Grounds only". Additional coffee grounds stickers can be ordered via the property maintenance system.</li> <li>Additional bins for all other recycling must be set up. Refer to SOP - OF0030 - Recycling procedures.</li> </ul>
<b>Step 2</b>		<ul style="list-style-type: none"> <li>Non-food items must not be placed into the coffee grounds caddies. This includes cutlery, paper napkins, sugar sachets, wooden stirrers, tea bags, filter coffee paper and any other non-food item.</li> </ul>
<b>Step 3</b>		<ul style="list-style-type: none"> <li>Coffee grounds from coffee machines must be emptied into the green coffee grounds caddy or directly into a red internal food waste bin.</li> </ul>
<b>Step 4</b>		<b>For bar fruit recycling:</b> <ul style="list-style-type: none"> <li>A green coffee grounds caddy or red internal food waste bin must be available in the glasswash area for the collection of bar fruit waste.</li> <li>A colander or sink strainer must be set up in the glasswash sink in order to allow excess liquid to drain from the bar fruit waste.</li> <li>Once drained, all bar fruit waste from customer drinks and from bar fruit preparation can be placed into a green coffee grounds caddy or red internal food waste bin.</li> </ul>

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<b>Step 5</b>		<ul style="list-style-type: none"> <li>• Once full, or at the end of every day, the contents of the coffee grounds caddies must be transferred into a red internal food waste bin. Do not over fill the bag.</li> <li>• At the end of every day, the contents of the red internal food waste bins must be emptied into the designated external food waste bins. Refer to SOP - K0066 - Food waste recycling.</li> </ul>
<b>Step 6</b>		<ul style="list-style-type: none"> <li>• Clean the empty green coffee grounds caddy and red internal food waste bins inside and out using hot soapy water as part of the end of night closedown.</li> <li>• Allow to air dry.</li> </ul>
<b>Step 7</b>		<p><b>In the external bin area:</b></p> <ul style="list-style-type: none"> <li>• Ensure all coffee grounds, bar fruit waste and food waste are bagged and placed inside the designated external food waste bins.</li> <li>• Lids on external bins must be kept closed at all times when not in use.</li> <li>• Employees must wash hands after handling coffee grounds, bar fruit waste and food waste.</li> <li>• DO NOT return any coffee grounds, bar fruit waste or food waste back to the National Distribution Centre (NDC).</li> <li>• Only use clear bin liners for recycling coffee grounds, bar fruit waste or food waste.</li> </ul>
<b>Step 8</b>		<ul style="list-style-type: none"> <li>• Any container used for coffee grounds or bar fruit recycling must never be used for any other task.</li> <li>• Additional green coffee grounds caddies can be ordered from Veolia by telephoning 0370 6060686.</li> <li>• Additional red internal food waste bins can be ordered via the non-consumables order.</li> </ul>