

Sustainability SCHWAS Team

As unstressed as a Schwa sound

The information in this document will be used to improve communication efficiency with Bokashi Bran.



Property: _____

Date: _____

BOKASHI BRAN CONTACTS:

ACCOUNTS & BOKASHI ORDERS: Duncan Maila
accounts@bokashibran.co.za

COLLECTIONS & TRAINING: Amy Hansen
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COMPLIMENTS, COMPLAINTS & EVERYTHING ELSE:
Bronwyn Jones
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Senior leader



Name: _____

WhatsApp: _____

Email: _____

Responsibility: Supervise the team and ensure that all members follow the system according to the training.

Chef



Name: _____

WhatsApp: _____

Email: _____

Responsibility: Supervise kitchen team to separate food waste at source and treat with bokashi. Allocate duties. Adjust quantities and menu to reduce waste.

H_R



Name: _____

WhatsApp: _____

Email: _____

Responsibility: Include the Bokashi system in the HR guidelines and evaluate compliance accordingly. Add to individual KPI's.

Waste area



Name: _____

WhatsApp: _____

Email: _____

Responsibility: Make sure drums are properly sealed with the steel clamp. Sign collection slip when drums are emptied and wash drums thoroughly.

Accounts



Name: _____

WhatsApp: _____

Email: _____

Responsibility: Allocate POs to quotes, receive invoices, process statements and provide remittance advice

Sculler



Name: _____

WhatsApp: _____

Email: _____

Responsibility: Ensure no plastic, tin, glass or cloth in food drums and treat with 3 scoops of bokashi at every 7cm at marks.

Weigh drums before going to waste area and allocate to cost centre., if on a paid plan

Make sure drums are properly closed with the steel clamp. Notify Chef when last bag of bokashi is opened.