



# Cafeteria Recycling

## How To Start A Cafeteria Recycling Program



### 1. Designate placement of recycle containers.

Kitchen recycling containers are available through the City of Victorville Recycling Program. Containers for collection of recyclables such as cereal boxes, paperboard inserts, and waste paper that have not been contaminated by food should be placed in the convenient locations, close to areas where materials are generated. Key locations include store or stock room, kitchen areas, and office. To maximize convenience, sort recyclables the first time they are handled. Trash cans should also be available at those sites in order to minimize contamination in recycling containers. Trash and recycling

containers should be well marked to avoid confusion. Cardboard boxes may best be collected in a specific location, rather than in a collection container. Boxes should be flattened before placing them in the outside recyclable dumpster. To save storage space inside, the boxes could be flattened as they are collected.

### 2. Plan how the recyclables will be moved from inside collection containers to the outside dumpster.

Determine who will collect recyclables from the inside containers in each area and how and when collection will take place. Cafeteria staff is responsible for transferring recyclables to the outside dumpster in some schools and custodial staff is responsible in others. Develop a plan that works for your school. The City of Victorville's contracted hauler is responsible for pickup and hauling from the outside dumpsters to the Victor Valley MRF Recycling Center.

### 3. Monitor waste and recycling containers to determine if paper and cardboard are discarded.

If you experience low participation rates or if wastes are frequently found in the recyclables containers, review your program's instructions with staff members and ask for their feedback.

## Training your cafeteria staff

### *The school cafeteria can be a major source of contamination...*

1. **Train** cafeteria staff on how to keep recyclable materials separate from food contaminated waste by designating trash and recycling containers in the kitchen and cafeteria areas.
2. **Explain** what materials should be collected for recycling and where the various collection containers are located. Ensure that your staff understands what materials can be recycled in the City of Victorville Recycling Program and what cannot.
3. **Post** a list near your collection containers of "What Goes Where." Make copies of the poster for all your container locations.
4. **Instruct** your staff on how and when material should be moved to the dumpster. The outside dumpster is often a contamination point, so monitor the dumpster with a visual inspection on a periodic basis.

## Important Points

If you need additional containers, posters, or have questions, contact your school's Recycling Coordinator, or contact the City of Victorville Recycling Program at (760) 955-8615.

If your recycling dumpster is not picked up or you need an extra pickup call the City of Victorville Commercial Recycling Program at (760) 955-5087.