HANDOUTS

VSCA PRESENTATION
2017

MENU PLANNING CONSIDERATIONS

Before any thought is given to designing a menu for the school, the following should be considered:

ADDRESS THE POLICIES

- Menus should be consistent with:
- Victorian Government mandated policy (minimum 50% **GREEN** choices)
- Your own school's comprehensive health policy
- Your own school's Canteen or Food Service policy

CONSIDER THE FOLLOWING FACTORS

- Nutritional value of the item – **GREEN**, **AMBER** OR **RED**
- The type of school – Primary, Secondary or College
- The number of students/staff in the school and how many of them use or are potential users of the canteen
- The number of days the canteen will trade and when, i.e. before school, recess, lunch
- The timing of school start, recess and lunch breaks
- How many staff and/or volunteers work in the canteen each day?
- Canteen equipment and facilities (will the standard of these impact on what can and can't be prepared on the premises?)
- The purchasing system – online ordering, pre-ordered over the counter, impulse buying, self-service
- How the food is going to be served and where will it be eaten (this will influence packaging and how it is provided to students)
- Student and staff spending patterns
- How the menu will be promoted.

PRACTICAL TIPS FOR THE MENU AND SAVING MONEY

- Contrast the difference between using a roll or toasted toast-thickness bread for hamburgers or steak burgers. It could save you between 5 and 10 cents per item
- Try bread baskets – Don't discard the crusts, cut them from bread and use to make croutons or battens for soup. Bread baskets made in muffin pans can be made in advance and will keep in an airtight container and can used for brekky baskets, bruschetta etc. Roll the bread with rolling pin and place in 12 hole muffin tins that have been sprayed with canola or olive oil.
- Croutons or battens can be made by spraying with olive oil spray and a scant sprinkle of 'All Purpose' seasoning added before baking – no wastage from bread – in fact, value adding.
- Use vegetables in season on popsticks, e.g. cut corn cobs into 3 or 4 pieces (Primary), halves for secondary; or baby new potatoes (1 -2 per stick). Boil and insert a popstick half.
- Try fruit cups – either clear plastic or an ice-cream cone with a dollop of yoghurt or plain. Serve with a spork.
- Ice-cream cones work out to costing about the same as a clear plastic cup but are kinder to the environment as they are fully edible.
- Try introducing a breakfast option. It might be as simple as toast or could be a brekky muffin or roll filled with scrambled eggs, baked beans or cheese and canned spaghetti. Fruit cups with yoghurt if not sold are recess options.
- Cold weather increases the popularity of warming foods, e.g. soups, savoury mince in bread rolls, toasties, warm apple with custard, filled jacket potatoes or doggitoes – a hot dog made using a jacket potato cut through the top and used like a bread roll to hold the frankfurter or low fat/salt sausage.

THERE'S A LOT MORE TO RUNNING A SUCCESSFUL CANTEEN THAN MEETS THE EYE

GETTING THE COSTING RIGHT – HAVE YOU THOUGHT IT THROUGH?

One of the most common things I have found is that when menus are first costed many Committees consult a menu from adjoining area schools as a basis for their own. This is a recipe for disaster!!

There are many things that may differ between schools:

- The weekly wages bill due to different hours worked and/or the number of paid workers
- Whether the canteen has to contribute to electricity or water costs (applies to some private schools and most leasing arrangements)
- What price the canteen is paying for stock purchased from suppliers. This will vary according to the size of the school and/or delivery charges. Schools with large populations can often negotiate better deals
- The number of students and staff using the service. You still have to cover the same basic overheads irrespective of whether 50% or 10% of the school order. Where a school has a big population, it is easier to keep prices affordable.
- Every single item made in the canteen must be consistent in what amount of ingredient it contains, use cups and standard measures rather than weights as volunteers find it easier to apply. Explain why adding an extra slice of cheese costs the canteen money – it's not you just being mean!
- If you don't know how to go about accurately marking up from cost to selling price, have a chat to your VSCA Committee people who are here today.

SCHOOL FOOD SERVICES ARE BUSINESSES
SEVEN STEPS TO GOOD MANAGEMENT

1. MAXIMISE use of labour (including that of volunteer workers), your work space and equipment. TIME IS MONEY!
2. MINIMISE wastage – food and packaging – avoid overbuying, remember a bargain isn't a bargain unless you can use it. Check the prices regularly that you are paying so that price rises or delivery charges don't go unnoticed.
3. Efficient stock control methods including –
    - Hard copies kept of all ordered stock
    - NO STOCK purchased from the daily takings
    - All stock counted/checked on arrival
    - Stock stored at the correct temperatures and rotated regularly according to date, i.e. first in, first out
    - Stocktaking undertaken at the end of each term
4. Practise portion control and ensure serves are standard EVERY TIME the item or recipe is made. Without standardisation, it is impossible to accurately work out the cost of making the food.
5. Ensure you have accurate methods of marking up your food to achieve the profit margin required.
6. Keep all bookkeeping up to date including the filing of invoices. The better you do this, the easier it is to pick up any discrepancies.
7. Ensure that your internal school canteen management personnel are paying accounts on time so that the canteen does not get a poor credit rating AND that superannuation payments and insurances are being kept up to date.

SUCCESS – IT'S ALL ABOUT THE 'P's'

- **POLICY** – Sets the ground rules for how your canteen will operate

- **PRODUCT** – The menu, keep it interesting but not too many choices – try 'pop up' menu specials that change every couple of weeks. It's a good way to clear stock nearing it's 'use by' date

- **PROMOTION AND PRESENTATION** – The way you will market both the canteen and what you sell. Take a leaf from the takeaway sector's strategies

- **PACKAGING** – environmental issues vs Food Handling Regulations – it's a fine balancing act

- **PRICING** – Keeping it affordable. Know your market

- **PEOPLE – PLEASANT PERSONALITIES** and surroundings – Happy people give off POSITIVE vibes to your customers. Make the canteen the PLACE PEOPLE want to be and the hub of the school community

- **PRACTICES** high standards of PERSONAL hygiene and good food handling are requirements of Food legislation

PRETTY EASY REALLY ISN'T IT!

A BLUEPRINT FOR SUCCESS

IMPLEMENT and follow the 7 Steps to good management

BE FLEXIBLE and open to trying new ideas, i.e. step outside your comfort zone

EMBRACE TECHNOLOGY even if it terrifies you! This might include –

- Learning more about Online ordering systems
- Learning to use a cash register for cash security
- Becoming more computer literate so that you can research food ideas and other Canteen Association websites including using facebook to find new ideas

SUGGEST upgrading to equipment that is both multi-purpose and time saving

ENCOURAGE the school to use the canteen for healthy catering for meetings and other school functions rather than use outside caterers (with appropriate notice). This is a good way to get staff support of the canteen and may result in their higher use of the facility.

BE THE CATALYST OF POSITIVE VIBES, remember to smile😀, encourage and thank volunteers and staff for their efforts.

YOU ARE THE MOST IMPORTANT INGREDIENT IN THE SUCCESS OF YOUR FOOD SERVICE