CATERING GUIDE FOR TUCKSHOPS

YOUR GUIDE TO PROVIDING HEALTHY CATERING FOR SCHOOL EVENTS.



The Queensland Association of School Tuckshops' Catering Guide provides inspiration and healthy ideas on how tuckshops can cater for events within their school community, including:

- Staff development days, workshops, and meetings
- Official events, such as program launches, awards nights, and graduations
- Open nights/days (e.g. Welcome to Prep BBQ)
- School community events, such as P&C/P&F functions.

Providing healthy catering at these events is a fantastic way to promote health and wellbeing in your school and to support staff, parents, and students to make healthy choices. It can also be a great way to attract new volunteers who are keen to contribute to the health and wellbeing of the school.

Key factors to consider

When it comes to organising catering, ensure you factor in the following:

- Budget and time
- Specific requirements for health, cultural and dietary requirements
- Food safety

We also highly recommend that you are realistic about what you can achieve. Don't bite off more than you can chew.



Queensland Association of School Tuckshops Inc.

www.qast.org.au | enquiry@qast.org.au | (07) 3324 1511

Budget and time

Consider the time you will spend planning and preparing for each event and factor this into your cost per head, while also allowing for a profit (if required).

Plan a menu that meets the needs of your customer, but that is also achievable and realistic.





Allergens

Tuckshop staff need to be familiar with the foods and ingredients that may cause an allergic reaction.

We encourage tuckshop staff to complete the relevant Allergen training through the National Allergy Council.

Dietary requirements

If dietary requirements are not known, ensure you have a range of options, including vegetarian and gluten-free options.

Ensure these items are separated from the rest of the food and are easily identifiable.





Food safety

All food service and catering facilities are required to fulfil their regulatory responsibilities for food supply under the *Food Act 2008* and *Food Regulations 2009*.

Always supply tongs and other serving utensils with catering. Ensure hot food is kept hot (above 60°C) and cold food is kept cold (below 5°C).

We encourage tuckshop staff to complete our free Food Handlers Course.

Quantities



When catering for an event you need to make sure there is enough food, so people are satisfied. However, you also need to avoid too much wastage, particularly if the items do not have a long shelf life and you are on a tight budget.



The amount of food you need will depend on a number of factors such as:

- The demographics of the group
- The size of the items offered
- Time and length of the event
- The type of catering (e.g. morning or afternoon tea, lunch, or main meal).



As a general guide, aim to provide the following for each person:

- One sandwich or wrap
- One cup green leafy/raw salad vegetables, or a half cup of cooked vegetables
- One medium piece of fruit (such as apple, banana, pear), two small pieces (plum, kiwifruit) or a cup of diced or canned fruit
- 40 g cheese (two slices).

Costing

Catering costs depend on the client's choice of menu and service, including special requests and additional items.

If the client specifies the budget, it is important to cost up your menu options to consider how much profit you will make. Make a detailed ingredient list with quantities and add up how much the food will cost you. Be sure to include costs for packaging, napkins and required cutlery.

Then, factor in the time it will take you to prepare the food. Make sure you include the time for delivery, setting up, packing up, and cleaning.

For more detailed instructions on how to mark-up your menu items, we recommend completing our Tuckshop Management Course.

Record Keeping

It's important to keep records of functions you provide catering for. This provides you with a reference for any re-occurring events, and will guide you on costings. Ensure you record quantities, menus, cost and the outcome (i.e. too much, or too little food).

BREAKFAST

IDEAS AND INSPIRATION

Aim for 5-6 portions per person.

Item	Ideas	Portion
Breakfast burritos or wraps	Lean ham, spinach, scrambled eggs, tomato, and reduced-fat cheese.	½ wrap
	Reduced-fat cheese and mushroom omelette, with tomato relish	½ wrap
	Egg and avocado wrap	½ wrap
Fruit	Fresh fruit cups	1 small cup
	Fruit platter	2 pieces of fruit
	Fruit kebabs	1 kebab
Frittata	Pasta and vegetable frittata	1 small piece
	Sweet potato, pumpkin and onion frittata	1 small piece
	Breakfast frittata with tomato, spinach, and mushrooms	1 small piece
Pikelets	Served with banana, or berries and reduced-fat yoghurt	2 pikelets
Muesli	Bircher muesli or toasted muesli with reduced-fat yoghurt and fruit	1 small cup
Muffins	Savoury breakfast muffin	1 small muffin or 2 mini muffins
	Banana yoghurt muffin	1 small muffin or 2 mini muffins
	Sticky date and pear muffin	1 small muffin or 2 mini muffins











MORNING/AFTERNOON TEA

IDEAS AND INSPIRATION

Aim for 5-6 portions per person.

Item	Ideas	Portion size
Sushi	Try options that contain lean, un-coated and uncrumbed meats, tofu, egg, or seafood, and use a variety of vegetable fillings.	2 mini pieces
Fruit Platter	Make it colourful and include fruits that are easy to eat one-handed, e.g. strawberries, pineapple slices, rockmelon, and honeydew melon.	2-3 slices of fruit
Mini scones	Raspberry scones	1 mini scone
	Cheese and chive scones	1 mini scone
	Pumpkin scones	1 mini scone
Mini muffins	Sticky date and pear muffins	1 mini muffin
	Chocolate muffins	1 mini muffin
Sweet slices	Apple streusel slice	1 small slice
	Honey oat slice	1 small slice
Vegetable sticks with dip	Serve carrot, cucumber, celery, and capsicum sticks in small cups, with a dollop of hummus, guacamole, or Tzatziki.	3-4 vegetable sticks with 1 tablespoon of dip
Mini frittata/vegetable slice	Loaded veggie cheese loaf	1 small slice
	Choice mini vegetable quiches	1 mini quiche
	Street food Italian quiche	1 mini quiche











LUNCH
IDEAS AND INSPIRATION

Aim for 3-4 portions per person.

Item	Ideas	Portion
Sandwiches/Wraps	Offer a variety of breads and sandwich types, including: • Multigrain, wholemeal, wholegrain or rye • High-fibre white • Lavash and other flat breads • Bagels or plain Turkish bread • Small baguettes. Suggested filling ideas: • Chicken, lettuce, mayo and shallots • Egg and lettuce • Ham, cheese and tomato • Cheese, tomato and lettuce • Turkey with cranberry sauce and greens.	Half sandwich/wrap/roll
Salads	Offer a variety of salads, such as garden, bean, pasta, rice or noodle, potato, tabouleh, couscous, coleslaw, roasted vegetables, or egg salad.	Half a cup
Pasta dishes	Consider options like pasta bake, pasta salads or pasta Bolognese.	Half a cup
Sushi and Rice Paper Rolls	Try options that contain lean, un-coated and uncrumbed meats, tofu, egg, or seafood, and use a variety of vegetable fillings.	2 pieces of sushi 1 rice paper roll
Meat platter	Use lean meats, such as skinless roast chicken, salt-reduced ham, roast beef, and turkey.	1 slice/piece of meat
Fruit platter	Make it colourful and include fruits that are easy to eat one-handed, e.g. strawberries, pineapple slices, rockmelon, and honeydew melon.	2-3 slices of fruit
Savoury muffins	Corn, carrot and zucchini muffins	1 muffin (50g each)
	Pizza muffins	1 muffin (50g each)
Savoury slices	Zucchini slice	1 slice/piece
	Carrot and zucchini slice	1 slice/piece
Cheese and crackers	Opt for reduced-fat cheeses and use plain, unflavoured crispbreads and crackers, lavash and rice crackers.	2 slices of cheese (40g) and 2 crackers

BBQs
IDEAS AND INSPIRATION

A barbeque is a quintessential Australian experience, and often a great fundraiser.

Why not appeal to an audience looking for something more than a snag on a piece of bread and offer some healthier items?

Or up-sell to make it a complete meal?

Here are our top tips to green-up your next BBQ event:

- If you are sticking with snags, choose a reduced-fat option, and opt for whole meal/wholegrain bread.
- Offer a burger option...think grilled chicken or lean beef. This opens your options for adding vegetables and you can attach a higher price tag.
- Add some vegetarian options to the mix, like corn on the cob and fruit and veggie skewers.
- Add side salads – coleslaw and a tomato salsa are some great options.





SAMPLE MENUS

BREAKFAST SAMPLE MENU

Breakfast Wraps
Lean ham, spinach, scrambled eggs, tomato, and reduced-fat cheese

Bircher Muesli Cups
Topped with fresh, seasonal fruit

Selection of Muffins
Savoury breakfast muffins + Banana yoghurt muffins

Fruit Platter
Fresh seasonal fruit selection



MORNING/AFTERNOON TEA SAMPLE MENU

Mini Scones
Raspberry scones + Pumpkin scones

Crudité Cups
Selection of vegetable sticks with beetroot hummus

Fruit Platter
Fresh seasonal fruit selection

Quiches
Mini cheese and vegetable quiches

LUNCH SAMPLE MENU

Selection of Fresh Sandwiches
Shaved lean ham, reduced-fat cream cheese, carrot, tomato, and lettuce
Egg salad and lettuce
Chicken, cheese, and avocado
Roasted capsicum, hummus, sprouts, and baby spinach

Selection of Fresh Salads
Cous cous with chickpeas, currents, and spring onion
Asian noodle salad
Coleslaw

Zucchini Slice

Cheese and Crackers

Fruit Platter
Fresh seasonal fruit selection

