

FACT SHEET



Tuckshop and Canteen Management Consultants







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How to make cards- getting started

Once you have identified your portion sizes [see fact sheet simple steps to portion control] you will need to make up matching instruction cards so every time the item is made it is made using the same portions. If it isn't made the same way then your expected margins will not be achieved. If too much is used then profit is down. If not enough is used then customer satisfaction could go down.

How to make cards ensure consistency of the product regardless of who is making it.

To fast track your how to make cards download easy to alter templates at www.canteens.com.au or you can make them yourself from scratch. You will need to decide a layout design, and then list

-  Ingredients
-  Equipment needed
-  Method
-  Packaging and placement instructions
-  Expected serves
-  Photo of finished product is always helpful



Once you have made them you can either laminate and display them near the appropriate workstation [you need to laminate long term signs so they are easily able to be cleaned] or you can print them and put them in a display folder.

Instruction/ how to make cards do not take the place of actually telling and showing your volunteers and other staff how things are to be made. They just make it easier and give them something to refer to if you are busy or they forget between Canteen days.

Ensuring portion control is maintained can be the difference between making a loss or a profit. Remember it doesn't have to be you that does everything you just have to see that it gets done. So find a volunteer who likes photography and get them to start taking photos, advertise for a volunteer who likes making flyers or the like and get them working on the graphics or speak to your principal as there may be some students who can help

The how to make cards on the website can be easily changed so if your salad sandwich has 3 slices of tomato not 4 you just delete and change. There are some popular and common items in there as well as some different ones. Use them as a guide to making your own without having to reinvent the wheel. There are a few different styles. You are welcome to send any new ones you develop to Jocelyn@canteens.com.au and I will add them in with your name or school name attached to them!

Additional help to manage your Canteen

-  Tuckshop and Canteen Management Consultants Helpline www.canteens.com.au
-  Canteens.com.au- Follow us on facebook-www.facebook.com/canteens