

FACT SHEET



Tuckshop and Canteen Management Consultants

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Simple Steps to Portion Control

Portion control is often overlooked by many managers in their business, simply because they do not know all the steps in the process. When you prepare menu items on site, portion control is important for several reasons:

- the costing of your product
- quality control
- consistency, and
- presentation

There are two methods of portion control depending on what is easier for you at the time.

Method 1

Make each item and measure by weight as you go, for example a sandwich may be 5 grams of butter, 1 slice of ham, ¼ cup of cheese [weigh it so we know how many serves we get from a bag] ¼ cup grated carrot (weigh) ½ cup lettuce (weigh) 3 slices medium sized tomato (count how many usable slices in a kilo) 2 slices of bread (count how many usable slices in a loaf?)

Method 2

Make each item and record how many serves you get from a full bag e.g. 80 sandwich serves of cheese from a 2 kg bag of grated cheese using a ¼ cup per serve. Then divide the product size by how many serves e.g. 2000gm divided by 80 = 25 gm.

Which method is best?

For best results you will need to use a combination of both methods. You will need measuring cups (or what ever you currently use) and a set of scales, paper and pen.

The steps

Measure the portions on how you actually make or will make the items, include everything like sauce or spices. Record it all as you go. It may take you a week or two to make all items. You also need to know how many you get from a full pack of the ingredient item by this I mean there are 40 slices of ham in Hans 97% fat free 1 kg packet or there are 18 chicken nuggets in each 1 kg bag of biada nuggets. Some things you make in batches like macaroni. Work out the batch portions and then record how many serves you get out of a batch.

It is important to be accurate, and where you can't be exact - for example if you get 36 serves out of a batch of muffins one time and 37 the next, go for the lower one. This way if you do get 37 you are still covered, where as if you had of gone for 37 and then only got 36 then you will be down profits.

Some things may need to change once you get all the information in. For instance it may be decided that to keep a chicken salad box at a reasonable price you may need to reduce the size of the portion of the chicken or the cheese.

The final step

Once you have identified your portion sizes you will then need to make up matching instruction cards so every time the item is made it is made using the same portions. Remember, once you have determined your portions and costings, they must be maintained until you go through the process of changing them again. If you change them on the run then your costings will be incorrect and most likely your profit will be down. To fast track your how to make cards download easy to alter templates at www.canteens.com.au

Additional help to manage your Tuckshop or Canteen

- ✚ Tuckshop and Canteen Management Consultants Helpline www.canteens.com.au - Jocelyn Ashcroft
- ✚ QAST is an excellent source of information for Tuckshops and Canteens <http://www.qast.org.au/> Apply for your member log in details so you can access members only section.
- ✚ Smart Choices <http://education.qld.gov.au/schools/healthy/food-drink-strategy.html> for all your smart choice resources
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