



How to host a Fresh Food Buffet

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A. Planning your Fresh Food Buffet

This manual contains everything you need to know to plan your Fresh Food Buffet. If you would like help organising your buffet, contact the CHEP Children's Nutrition Coordinator for assistance at 306-655-4575, ext. 224.

Steps to putting on a Fresh Food Buffet:

1. Set the date and book the Fresh Food Buffet Kit from your school division Resource Centre (Section B, page 2)
2. Advertise your buffet in your school newsletter (Section H, page 9)
3. Set your menu and plan your shopping list (Sections C & D, pages 3-4)
4. Arrange for volunteers or students to help prepare food and set up on the day of the buffet.
5. Order vegetables and fruit through CHEP's Bulk Buying program (Section L, pages 14-15)
6. Order buns, cheese and milk (Section D, page 4)
7. Encourage teachers to incorporate nutrition education in the classroom in the week leading up to the buffet. Nutrition education lesson plans can be requested from your school division Resource Centre.
8. Send a Fresh Food Buffet letter home to parents (Section I, page 10)
9. Fresh Food Buffet Day (Sections D, E, F, G, pages 4-7)

B. Equipment

Fresh Food Buffet Equipment Kits are available through your school division Resource Centre. Contact your Resource Centre to book a kit in advance.

Saskatoon Public School Division

310-21st Street East
Saskatoon, SK S7M 1M7
Phone: (306) 683-8329
Fax: (306) 657-3964

Greater Saskatoon Catholic Schools Resource Centre

École St. Matthew School (Bateman)
6 Bateman Crescent
Saskatoon SK, S7H 3C2
Phone: (306) 659-7936

The Fresh Food Buffet Kit contains:

- Large Stanley tool box on wheels
- 3 Fresh Food display signs
- 3 large (27 L) containers with lids
- 12 medium (3.71 L) containers with lids
- 1 container (5.71 L)
- 28 white plastic and metal tongs
- 3 large metal tongs with plastic handles
- 4 large black plastic serving spoons
- 2 apple slicers
- Round colander
- 11 small plastic knives with plastic pencil container
- 1 large knife
- 10 cutting boards

Nutrition education materials are also available for use in classrooms in the week leading up to your buffet. Lesson plans are available for kindergarten to grade 8; each lesson plan takes about 15 – 20 minutes. **Please note:** Nutrition education materials are not contained in the buffet kit and should be requested separately from your school division Resource Centre.

In addition to the kit, you may want to have extra cutting boards, knives, dishcloths and tea towels on hand, as well as foil or plastic wrap.

C. Food Quantities

Scenario 1: Serves approximately 250 elementary students and adults

*For approximately 250 people, we've estimated the cost per person at \$3.50 (2016 prices).

Vegetables and fruit:

- ½ case apples (approx. 50 apples)-cut in pieces at salad bar line
- ½ case oranges (approx. 30 oranges)-cut into pieces at salad bar line
- 2 cases pineapple or cantaloupe
- 1 case romaine lettuce hearts (12 packages)
- 1 case of sweet peppers, assorted colours
- ½ case (10 pounds) baby carrots

- 2 cases Long English cucumbers
- 1 case (10 bunches) of broccoli

Protein options:

- 6 containers of sunflower seeds, soy nuts, pumpkin seeds, roasted corn (or any combination)
- 6-800gram blocks of cheddar or marble cheese (can be ordered pre-sliced from Co-op for an additional \$4.50 per block)
 - Limit students to 2 pieces of cheese
- Hard boiled eggs, 1/2 per person (pre-boiled and peeled eggs are available from the Wholesale Club)
- Bean Salad: see bean salad recipe at end of manual

Grain options:

- 1 bun per person (can order 100% whole wheat bun trays from Co-op)
- Bannock (can order from Pleasant Hill or Nestor's Bakery)
- ½ a tortilla or pita per person

Other:

- 6-8 containers of ranch salad dressing
- 1 tub non-hydrogenated margarine
- 1 milk (250ml) per person (white or chocolate)

Scenario 2: Serves approximately 70 elementary students and adults

*For approximately 70 people, we've estimated the cost per person at \$3.75 (2016 prices).

Vegetables and fruit:

- 4 bags of romaine hearts (3 per bag)
- 6 peppers, assorted colours
- 4 pounds mini carrots
- 4 clam shells of cherry tomatoes
- 6 cucumbers
- 4-5 large heads broccoli
- 25 apples
- 25 bananas
- 4 cantaloupes

Protein options:

- 2 – 3 blocks cheese cut into ¾ inch cubes
- 1 container sunflower seeds
- 1 container roasted soy beans
- ½ hard-boiled egg per person

Grain options:

- 50 whole wheat buns
- 4 packages (24) flavoured wraps, cut in half

Other:

- 3 bottles of salad dressing
- Small tub of non-hydrogenated margarine
- 1 milk (250ml) per person (white or chocolate)

D. Fresh Food Buffet To-Do List

About 1 week prior to buffet day:

You will need to order enough buns, sliced cheese and milk for your buffet. We suggest you order buns and cheese from a Co-op grocery store deli.

- 33rd St Co-op Deli: 933-3860
- 8th St Co-op Deli: 933-3875
- Attridge Co-op Deli: 651-5571

For large buffets, order whole wheat tray buns from Co-op. At 30 buns per tray, you would need 9 trays for 250 people. For smaller groups, order whole wheat dinner buns by the dozen.

Milk can be ordered through Saputo Dairy, contact Don Weightman at 306-934-3676 to place an order. Small (250 ml.) cartons of chocolate milk are .75 cents each, white milk is .74 cents per carton. Alternately, you can order 4 litre jugs of white or chocolate milk through CHEP.

Larger quantities of produce can also be ordered through CHEP, see our Fresh Food for Kids order form on page 14 for details. Please note that CHEP produce orders are delivered on Mondays, and orders must be placed at least one week in advance of the delivery date. For more details, speak with the Children's Nutrition Coordinator. Smaller quantities of produce can be purchased from a grocery store.

A day or two before the buffet:

- Boil eggs (place eggs in cold water and bring to a boil, boil for 10 minutes)
- Purchase remaining groceries

Buffet Day:

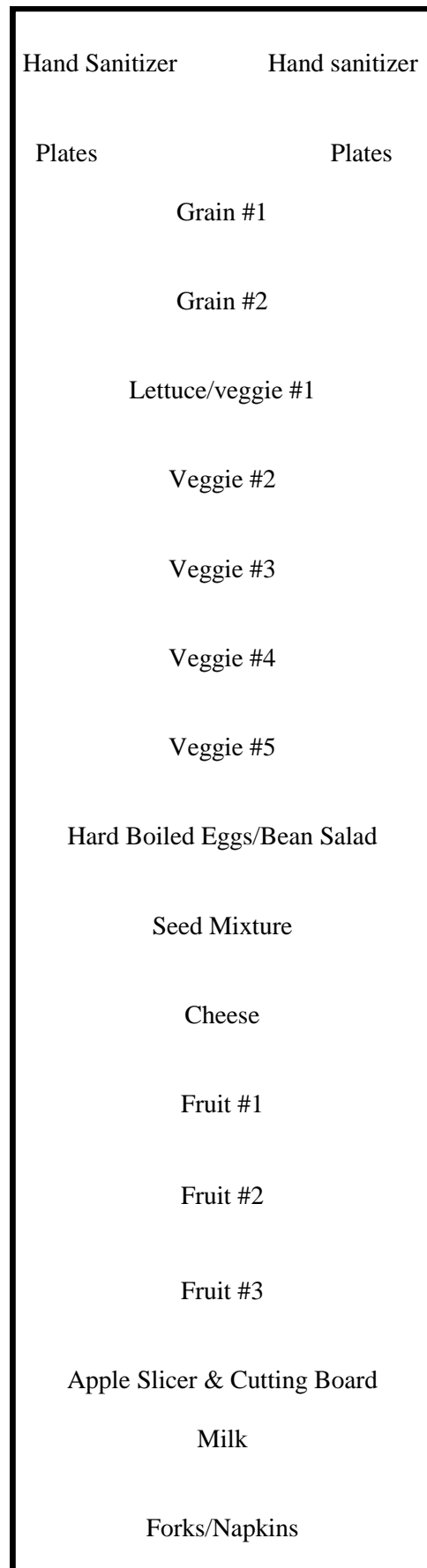
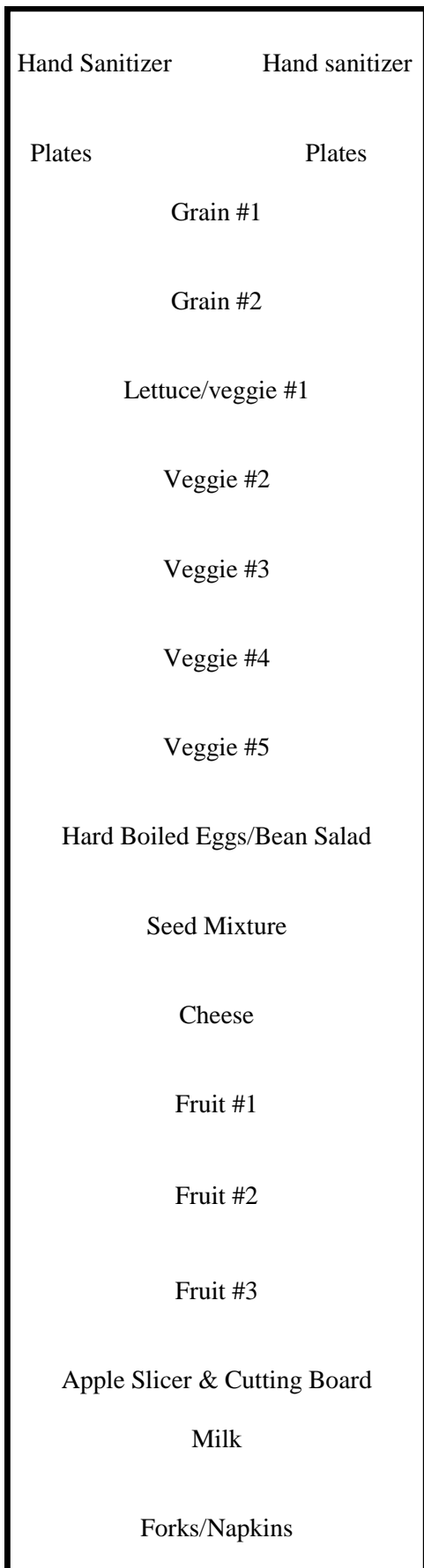
Give yourself 2 ½ - 3 hours to prepare, i.e. if you're serving lunch at noon, plan to begin at 9:00 am. Arrange in advance for a class to help with buffet prep, and inform students on kitchen safety procedures (knife safety, hand washing protocol, etc.) It works best to invite 3-4 students at a time when a job is ready for them; when the job is done send them back to their classroom. Students must wash their hands prior to entering the prep area and just before they start their job. Hand sanitizer can be used in addition to hand washing. 2 –3 adults and one classroom can do all the prep for 200-300 people.

Ensure that the food containers and serving utensils are clean. Wash and prep the food as follows:

Lettuce	Wash well, dry with salad spinners. Rip or chop into bite size pieces and place in the 2 largest containers.
Peppers	Wash well, remove stem and seeds. Slice into ¼ inch strips.
Cucumbers	Peel plastic off and wash. Slice into ¼ inch slices.
Broccoli	Wash well. Cut or break into single "trees".

Baby Carrots	Rinse
Cherry tomatoes	Rinse well
Apples	Wash apples, place in a medium container or basket. Have cutting boards, knives and apple-slicers on tables for cutting.
Oranges	Rinse well and slice into wedges, place in a medium container.
Pineapple/ Cantaloupe	Wash well. Remove the skin from the pineapple and seeds from cantaloupe, slice and cut into wedges.
Buns	Cut in half and place in 2 large containers. Leave remaining buns in bags and fill containers as needed.
Wraps/Pitas	Cut in half and put into a 2 large containers.
Cheese	Order pre-sliced or cut it yourself into ¾ inch cubes or slices. Make sign for the buffet table: <u>Max 2 pieces each please</u>
Boiled eggs	Peel the boiled eggs, cut in half. Place single layer on flat tray, cover with foil.
Seed Mixture	Mix all the seeds in a bowl. Make sign: <u>Contains sunflower seeds, soya nuts and toasted corn</u>
Bean Salad	Drain and mix beans with Italian dressing to taste (or dressing on page 8), chopped onion and chopped coloured peppers.

E. Recommended Layout for the Buffet Lines



F. Food Service

A Fresh Food Buffet is an opportunity for children to serve themselves. Children of all ages value independence, and they will enjoy selecting what they wish to eat of the buffet in quantities that are right for them. A buffet of nutritious, appealing food options gives students the chance to make healthy choices and regulate their food intake. Children are more likely to try new foods if they're given the option to take a small amount, such as one chickpea, which helps children overcome the fear factor associated with trying new foods.

Buffet Etiquette

With adult guidance and instruction, even young students will successfully serve themselves. In advance of the buffet, inform students what is expected of them:

- Wash hands before arriving at the buffet
- Use hand sanitizer at the start of the buffet line
- Always use tongs or utensils; never touch food with your hands
- Students should be reminded to take only the quantities of food they can eat (what is right for them). Once everyone has been through the buffet line, students can go back for seconds if they're still hungry.
- Encourage students to try new foods and to "make a rainbow on their plate".

Although students will be serving themselves, adults and student helpers should be supervising the buffet to replenish items as required, to ensure students are using the appropriate serving utensils and following buffet etiquette, and to keep the table clean as the line progresses.

G. Other ideas for Fresh Food Buffets

If you have had more than one Fresh Food Buffet you may want to include some new ideas next time. Adding more variety is a good way to introduce students to new foods such as hummus or bean salad, and to create excitement. Keep in mind that adding new foods may increase the cost of the buffet.

In addition to serving more common vegetables and fruit, some schools in Saskatoon have added options such as:

- Cheese quesadillas – with or without salsa on the side
- Fruit salad mixed with vanilla or strawberry yogurt
- Hummus or other bean dip (serve with pita bread or vegetable sticks as a dip, or use as a spread on a wrap or pita)
- Pasta salad – whole wheat pasta with chopped vegetables, lightly tossed in Italian salad dressing

Other ideas you might want to try:

- Guacamole
- Coleslaw with a vinaigrette dressing
- Lentil salad
- Couscous salad

A popular bean salad recipe for 200-250 kids:

6 cans assorted beans (black, kidney, chickpeas, mixed, etc.), rinsed and drained
1 orange/yellow bell pepper, chopped
1 red bell pepper, chopped
2 cans corn niblets
1 small red onion or 1 cup green onion, finely chopped
½ cup red wine vinegar*
½ cup olive oil*
2 Tbsp. white sugar
1 clove crushed garlic (optional)
1 tsp ground cumin (optional)
½ tsp chili powder (optional)

Toss ingredients together. If possible, chill and let stand for a couple of hours before serving.

*You can substitute one bottle of Italian salad dressing for the red wine vinegar and olive oil vinaigrette.

H. **Sample Information for Newsletters, etc.**

Short sample:

On [date] at noon there will be a special lunch for students at our school. The grade 4 students will serve up a colourful Fresh Food Buffet for all students and staff. The buffet will give students the opportunity to taste, sample and enjoy fresh vegetables and fruit in a fun atmosphere. The Fresh Food Buffet will offer a complete meal that includes all four food groups.

Longer sample:

A Fresh Food Buffet will be offered at our school on [date]. The buffet will give students the opportunity to taste, sample and enjoy fresh vegetables and fruit in a fun atmosphere. The Fresh Food Buffet will offer a complete meal that includes all four food groups, with a choice of 5 vegetables, 3 fruits, 3 protein choices, 2 grain products, and milk.

Fresh Food Buffets are a healthier alternative to hot dog or pizza hot lunch days. When children eat with their friends and peers they are more likely to try new foods. Serving themselves at a buffet gives children the opportunity to try new healthy foods and to “make a rainbow on their plate.”

Our school is committed to supporting children’s health. Dietitians and health experts tell us that to support healthy weights and for chronic disease prevention we need to offer and promote vegetables and fruit. A Fresh Food Buffet will help children meet the 5 – 10 servings they need each day.

I. Letter to Parents

Even if there is no charge to parents for the buffet, send a note home to inform parents of who is involved and to give parents a chance to decline or inform of allergies. If Nutrition Positive is helping to fund the buffet at your school, you may want to add that to the information letter.



**Fresh Food Buffets
A Fresh Approach to Lunch**

Dear Parents and Guardians:

[Name of school] is pleased to partner with CHEP Good Food to offer a Fresh Food Buffet on [date]. A Fresh Food Buffet is a healthy alternative to a hot dog or pizza hot school lunch. The buffet will give students the opportunity to taste, sample and enjoy fresh vegetables and fruit in a fun atmosphere. The Fresh Food Buffet will offer a complete meal that includes all four food groups, with a minimum of 5 vegetables, 3 fruits, 3 protein choices, 2 grain products, and milk.

Students have raved about the buffets:

- *"I was looking forward to the Fresh Food Buffet for weeks. Who knew healthy could be tasty! It was awesome because fruit and veggies rock!"*
- *"I wish we could have this for lunch every day!"*

The charge for this Fresh Food Buffet Lunch is \$ _____

OR

There is no charge for this lunch

Students Name _____ Teachers Name _____

If you have any questions about the Fresh Food Buffet please phone [School contact]



Fresh Food for Kids

Place your order **on Tuesday** for it to be delivered the following Monday!

Item and Quantity per Case	# of Cases
Apples—100/case (18 kg)	
Bananas—100/case (18 kg)	
Cantaloupe—15/case	
Grapes 8 x 1 kg bag/case	
Honeydew 8/case	
Kiwi 100/case	
Oranges—88/case (15 kg)	
Broccoli 18/case	
Carrots (Mini) 30 x 1 lb bags/case	
Carrots (Reg) 24 lbs/case	
Cauliflower 12 heads/case	
Celery 24 / case	
Cucumber 12 / case	
Lettuce, Romaine (3 heads/pack) 12 Packs/case	
Onion (Yellow) Multiples of 3lbs	
Peppers (Colored) 30 /case	
Potatoes (red) Multiples of 10lbs	
Cheese (Marble) 4 or 8 800 gram blocks	
Yogurt (6 tubs / case) Include Flavour	
2% White Milk (4L Jug)	
Lentils / Oatmeal (please state)	

Order Placed On:
Contact Person:
Phone #:
Email:
Delivery Date:
Site/School:
Address:
Fax #:

How to Place orders:
Email: bulkbuying@chep.org
Phone: 306-655-4575, Ext. 224
Fax: 306-668-4574

Contact CHEP if you would like to know what other produce is available that is not listed.

Fruit	Must be ordered by the full case.
Vegetables	Regular listed vegetables can be ordered by the half case. Unlisted vegetables must be ordered by the full case.
Yogurt	If no flavor is listed, the default flavor is Strawberry.
Milk	We order 2% in 4L jugs. Chocolate milk is available but only for special events. 4% milk in 4L jugs is also available for Day cares.
Colored Peppers	The size of the case varies through the year; most of the time a full case contains 8 or 10 sleeves of peppers (3 per sleeve).
Standing Order	This is useful if you rarely change your order over the school year, if ever. It will be used every week unless you contact me to cancel it. Standing orders are not set in stone, i.e. if you don't need lettuce one week just contact CHEP to cancel the item for that week. If you want to make your order a standing order, just write standing order in the date section.
Back Up Order	This order is used in case you do not place your order on time. This happens often in the year, especially after a long weekend. It is only used if I have received no order from you. If you do not want any produce you must contact me to cancel your back up order. To make a back up order just type "Back Up" in the date section.