



Fact Sheet

Managing the transition of Year 7's to high school

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In 2015, Year 7 public school students will move from primary school to high school. Many Catholic and Independent schools have already gone through the transition. This will mean a decrease in student orders for primary school canteens and an increase in numbers for high school canteens. The challenge facing school canteens is to identify opportunities to effectively manage this change and continue to maximise profitability.

What can high school canteens do?

Options	
Review your current ordering system	<p>Consider setting up a pre-order service (if not currently using)</p> <ul style="list-style-type: none"> • Include both students and staff - deliver lunches to staff room • Offer the pre-order service for recess and lunch. Offer an incentive for using the service such as \$1.00 bottle of water with every order • Benefits include, reduced serving time, less wastage • Remember, most primary school students are familiar with pre-ordering! <p>Consider an online ordering system</p> <ul style="list-style-type: none"> • Less time spent sorting, counting orders, cash handling and serving at the counter • More secure - less cash on premises, less trips to the bank • Editing the menu and prices online is quick and easy • The system can automatically produce reports e.g. daily tally sheets • Orders can include 'allergy alert' information <p>i More information about online ordering companies can be found in the Star Choice™ Buyers Guide</p>
Review your payment system	<p>Consider introducing a cashless card system</p> <ul style="list-style-type: none"> • System can work with existing staff or student cards • Reduces or eliminates the need for cash at school • Less cash handling and queuing time - high school students want to be served as quickly as possible and with a larger student population this will be essential <p>i More information about cashless payment systems can be found in the Star Choice™ Buyers Guide</p>
Increase volunteers	<p>Greater volunteer support means a reduction in staff wage expenses. Advertise that any help is appreciated, even one hour is helpful. Consider an incentive scheme.</p> <p>i Volunteers Welcome Kit from waschoolcanteens.org.au</p>
Increase profits	<ul style="list-style-type: none"> • Review all prices and ensure mark-ups are specific to your overheads • Complete a mark-up schedule and introduce a slight increase where appropriate • Increase prices on items made in the canteen as they have a greater profit margin • Check prices on all stock and source a better deal from a different supplier • Look out for discounts or specials; buy in bulk and freeze items • Use seasonal produce <p>i Management Sense, Food Sense Manual, Ch 7, p 16-17, available from waschoolcanteens.org.au</p>
Increase sales	<ul style="list-style-type: none"> • Add a new menu item or theme day to the slowest sales day - advertise widely • Add an incentive to purchase particular healthy items e.g. raffle prize or canteen vouchers • Create combos as they can be cost effective • Offer a food service to other local schools (great way to increase your volunteer pool as well) <p>i Theme Day Planner available from waschoolcanteens.org.au</p>
Review hours of operation	<ul style="list-style-type: none"> • Consider current operating hours and increase/decrease accordingly (i.e. generally schools require at least 100 students per day of operation e.g. 350 students; open no more than three days to be financially viable) • Can hours be extended to catch extra sales e.g. breakfast, after school activities?
Decrease wastage	<ul style="list-style-type: none"> • Encourage pre-ordering of both recess and lunch items • Consider ways to reduce packaging • Streamline menu choices; use seasonal produce
Review portion sizes	<ul style="list-style-type: none"> • Ensure portion sizes are standardised and clear instructions are provided for staff/volunteers e.g. recipe cards • Adjust portion sizes to suit students age - year 7 students are younger and may need smaller serves e.g. half a wrap, rather than whole serve
Catering service for events	<ul style="list-style-type: none"> • Provide a catering service for internal events, such as staff meetings, AGM, school development days, graduation, end of year functions, student/staff birthdays, excursions, discos, camps • Consider extending a catering service for whole school events such as sports days, fundraisers, end of year functions • Consider extending a catering service further for outside of school events such as Christmas parties, birthdays, christenings, business lunches