

Session 1

Menu Planning



What does food look like at your school?

- [Watch this video](#)
- What is your favorite item to prepare for students?
- What is their favorite to eat?



Session # 1: Menu Planning



PRINCIPLES OF
MENU PLANNING



SOURCING
RECIPES



CYCLE MENUS

PRINCIPLES TO CONSIDER WHEN MENU PLANNING

Equipment

Cost

Personnel available

Palatability and esthetics

Variety

Nutrition

Equipment

Utilize all pieces of equipment

Note the capacity of your equipment

Cooking in domestic style kitchens pose a challenge for cooks.

Remember to always plan your menus accordingly

Some commercial recipes will not be suitable for your kitchens



High cost menu items should be balanced with **lower cost** menu items

ex) Fresh fruit and egg sandwiches



Offer low and high cost menu items on the menu

Ex) Whole wheat pancakes and fruit compote, Lasagna



Offer high cost items one day and low-cost items another

ex) Roast chicken and wild rice, Stewed lentils and potatoes



Availability of Personnel

- Consider skill level
- Evenly distribute workload
- Plan for your strengths!



Must consider the food combinations offered and how they will be perceived by the child



Must ensure that the esthetics will be **palatable** and pleasing to all 5 senses

Palatability and Esthetics



- Color
- Texture
- Consistency
- Flavor
- Shape or form
- Arrangement and balance
- Variety in method of preparation



Nutrition



CHOOSE PLENTY OF
VEGETABLES,
FRUITS, WHOLE
GRAIN FOODS AND
PROTEIN FOODS.



CHOOSE PROTEIN
THAT COMES FROM
PLANTS MORE
OFTEN



LIMIT HIGHLY
PROCESSED FOODS.



REPLACE SUGARY
DRINKS WITH WATER

Nutrition

Prepare meals and snacks using ingredients that have little to no added sodium, sugars or saturated fat

- Swap beans for meat
- Replace sugar with fruit puree
- Swap vegetable oil for butter
- Use whole grain pasta instead of white
- Use food labels
- Be aware that food marketing can influence your choices

Review time

- Can you remember the factors to consider when menu planning?
- Please take five minutes to fill out the reflection section in your manual
- Compare answers with a partner when finished





Cycle Menus

What is a cycle menu?

- A menu plan that happens over and over
- Over a set period of time

Advantages:

- Makes managing costs easier
- Predictable work schedules
- Ordering becomes cyclical as well

Disadvantages:

- Time investment
- Repetitive



Cycle Menus

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Oatmeal and Berries	Broccoli n cheese Scrambler	Whole-wheat pancakes and fruit	Omelet and potatoes	Egg Sandwiches
Lunch	Vegetarian Chili with corn bread	Chicken and veggie Stroganoff	Turkey and orzo Soup	Grilled ham n cheese with veggies n dip	Korean beef stir-fry
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Rice and Chia pudding	Breakfast Burrito	Oat-bar and Fruit	Whole-wheat French toast	Egg Sandwiches
Lunch	Curried Lentils and potatoes	Chicken and Spinach Lasagna	Tomato-barley soup with whole-wheat biscuits	Roast Turkey and Cheese with veggies and hummus	Teriyaki tilapia stir-fry

Factors to consider?

Spot what's wrong with this menu!

Can you spot the mistakes, based on what you've learned today?

Remember- balance, appeal, nutrition, and budget!

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Banana crepes	Creamy rice pudding	French toast with fruit	Bacon scrambler	Ham and cheese quiche
Lunch	Saucy meatballs with white rice and creamed-corn	Salmon with fettucine alfredo	Roast chicken, mashed potatoes and cauliflower	Beef Barley Soup with scones	Egg-salad sandwiches



Let's Build
your Menu!

Let's Build your Menu!

List equipment needed

Recipe Sources:

- <https://healthyschoolrecipes.com/>
- <https://www.thelunchbox.org/>
- Food for Fifty
- Others?

Session 2

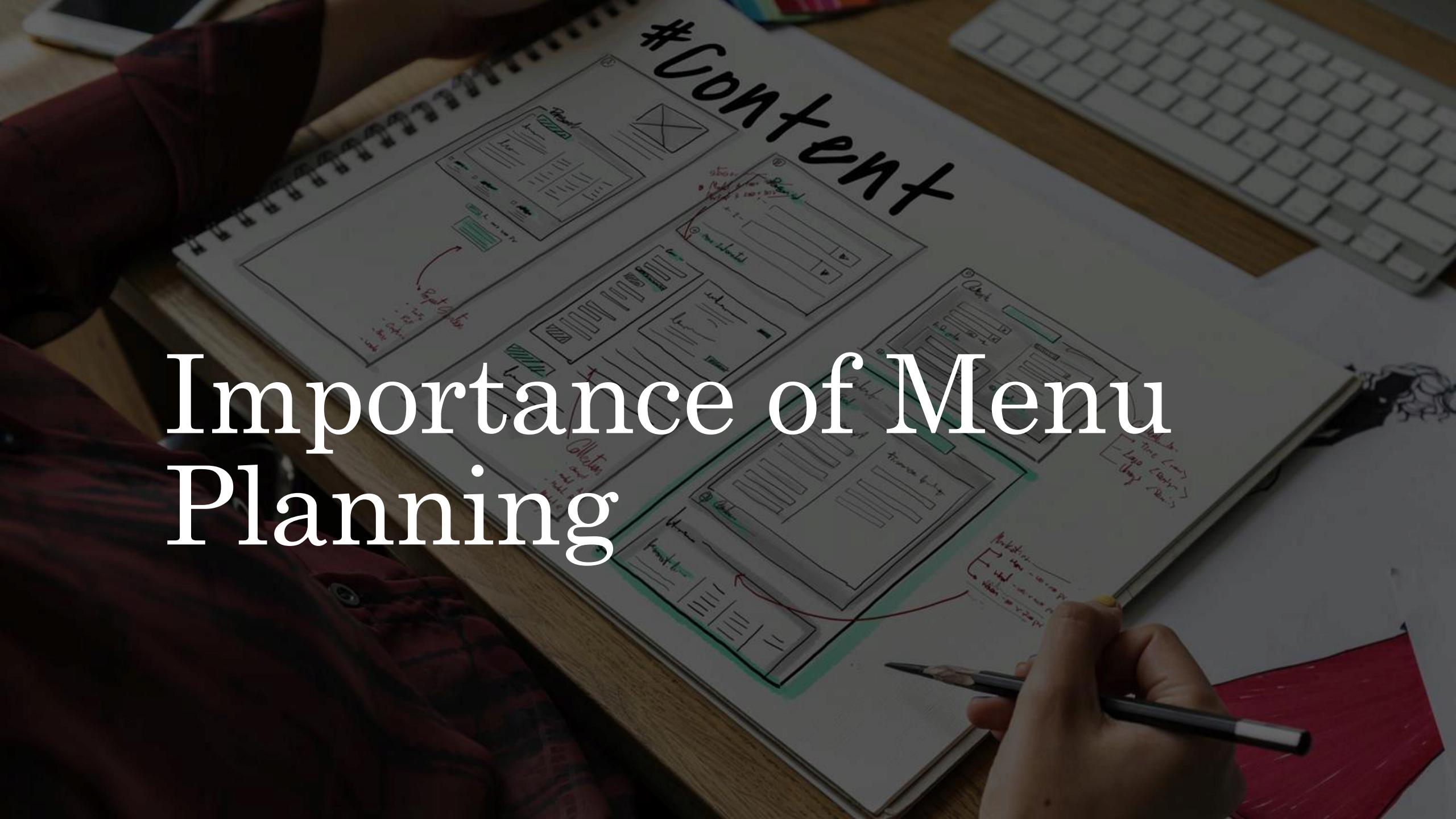
Nutrition & Healthy Planning

Agenda



- Introduction
- Importance of Menu Planning
- Planning Healthy Meals
- Food Portions
- Label Reading
- Cycle Menu

Importance of Menu Planning



Why is it important to plan menus?

Budget



Grocery Shopping



Healthy, Well Balanced, and Varied Meals and Snacks



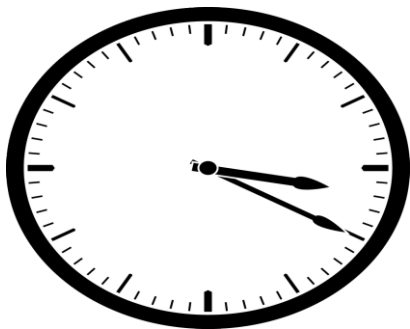
Parent Information



Allergies & Food Safety



Time



Staff



Food Waste



Tip: Share the menu with parents by sending it or posting it in a visible area!



Planning Healthy Meals

Have Plenty of Vegetables & Fruits



Serve Most Often

- Fresh, frozen, or canned vegetables and fruit prepared without added fat, salt, or sugar
- Fruit canned in water or juice
- Homemade vegetable soups
- Vegetable or fruit salads
- Unsweetened applesauce

Serve Sometimes

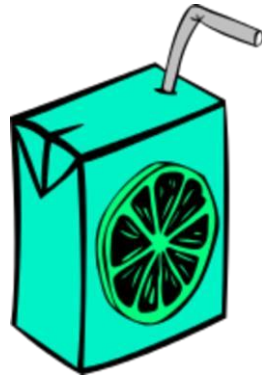
- Canned or frozen vegetables and fruit with added salt, sugar, fat, or sauces
- Canned vegetable soups
- Fruit canned in syrup
- 100% vegetable or fruit juices
- Dried fruit, 100% fruit leather, 100% vegetable and fruit bars, homemade fruit crisps
- Frozen 100% fruit juice bars
- Salsa

Serve Rarely

- Deep fried potatoes, fried perogies, hash browns
- Fruit flavored drink crystals, fruit beverages, cocktails, drinks, blends, or punches
- Fruit pies or pastries
- Fruits gummies or fruit snacks
- Potato chips
- Pickles

Veggies and Fruit

Offer Rarely



Choose Whole Grain Foods

Serve Most Often

- Whole grains – First Ingredient:
 - bread, rolls, buns, bagels, pita bread, tortillas, baked bannock, English muffins, muffins, loaves, pancakes, waffles, unsweetened cereal, cooked unsweetened cereal, pasta, macaroni, noodles
- Corn bread
- Barley
- Brown or 20 minute rice

Serve Sometimes

- ‘White’ grains:
 - bread, rolls, buns, bagels, pitas bread, tortillas, biscuits, breadsticks, baked bannock, pancakes, waffles, loaves, cookies, other baked goods, pasta, macaroni, noodles
- Cold or hot cereals
- White or instant rice
- Whole grain or white crackers
- Granola or cereal bars
- Plain popcorn, rice cakes, baked chips
- Taco shells

Serve Rarely

- Pastries, donuts, cakes, cupcakes, cake muffins, sticky buns, cookies with sweet icing, puffed wheat or rice crispy cake
- Flavoured popcorn
- Instant noodles, package noodle soup
- Frozen waffles



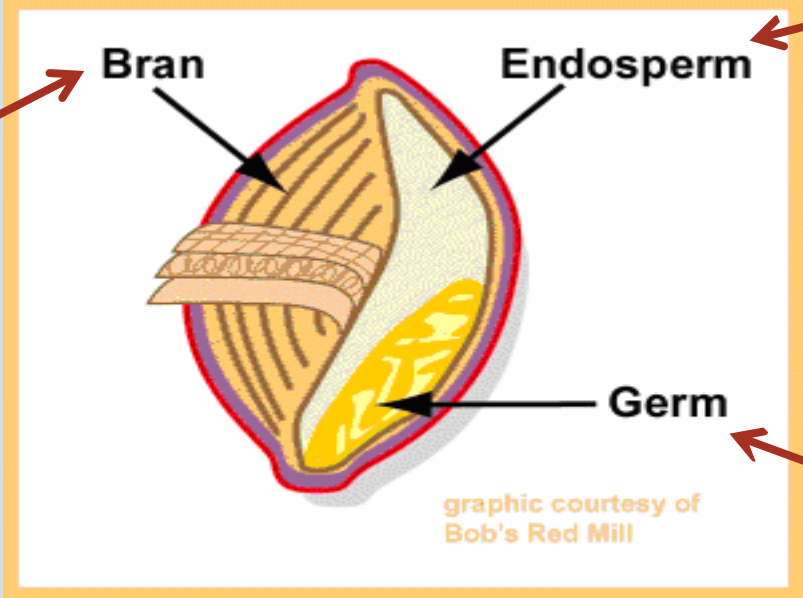
Tips for choosing whole grains



Whole Grain

Carbohydrates

Fibre & B Vitamins



Proteins, vitamins, minerals, healthy fats

Most often



Sometimes



Grain Products

Offer Rarely



Choose Protein Foods

Serve Most Often

- Lean Meats/Poultry:
 - Roasted, baked, grilled chicken, turkey, fish, seafood, beef, pork, lamb; canned tuna, salmon, chicken,; wild meat; eggs
- Fish and Shellfish (including canned fish in water)
- Peanut or other nut butters, nuts and seeds without added salt or
- Cooked peas, beans, lentils, canned beans or lentils (rinsed)

Serve Sometimes

- Lean deli meats like ham, corned beef, turkey pastrami; packaged meatballs or hamburger patties; breaded fish or meat
- Canned fish in oil
- Canned beans in sauce
- Salted or sweetened nuts and seeds

Serve Rarely

- Sausages, smokies, hot dogs, bacon or bacon bits, pepperoni sticks, processed meats (bologna, salami, pepperoni, corned beef), chicken wings, deep fried or breaded/battered fish or chicken
- Pizza pops
- Pogo sticks
- Chocolate or yogurt covered nuts, sesame snaps



Example: Protein (meats & vegetable protein)

Most often

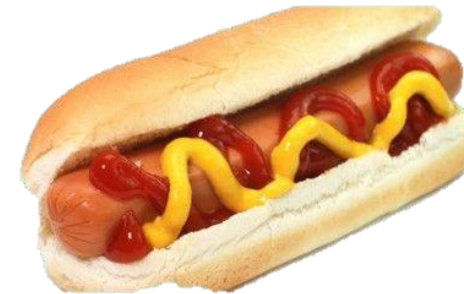
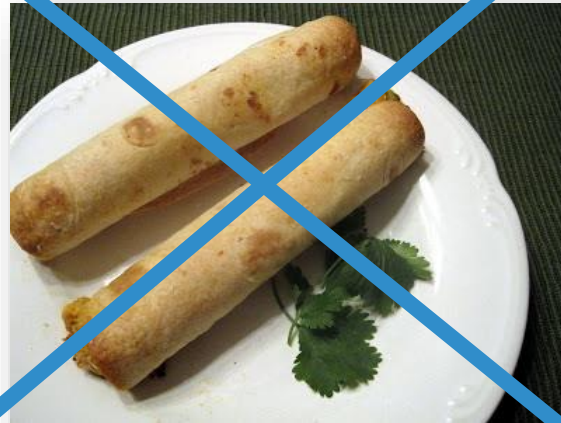


Sometimes



Protein: Meat & Alternatives

Offer Rarely



Foods to Limit



Food to Limit*

- French fries and other fried vegetables
- Pickles and other pickled vegetables
- High sodium soups
- Vegetables with high fat cream sauces
- Canned fruit in syrup
- Fruit drinks/cocktails/ punches
- "Real fruit" gummies
- Fruit crisps/pie
- Processed cheese products (cheese slices, cheese spreads)
- Puddings
- Milkshakes/Ice cream/Frozen yoghurt
- Cookies, cakes, graham crackers/wafers
- Sweetened cereal
- Microwave popcorn
- Granola bars
- Deep fried battered fish
- Deep fried meat
- Corn dogs
- Bacon
- Chicken nuggets, chicken fingers, chicken patties
- Cream, whipping cream
- Butter
- Processed meat (eg. hot dogs, sausage, some sandwich meat)

Choose Protein with Calcium

Serve Most Often

- Skim, 1%, or 2% white milk
- Homemade milk-based soups
- Skim milk powder
- Fortified, low-fat soy beverages
- Plain, unsweetened yogurt
- Lower fat, hard cheese (less than 20% MF)

Serve Sometimes

- Whole milk
- Chocolate or flavoured milk
- Hot chocolate made with milk
- Flavored yogurt
- Milkshakes
- Milk-based puddings or custards
- Frozen yogurt or Yogurt drinks
- Processed cheese slices or cheese spreads

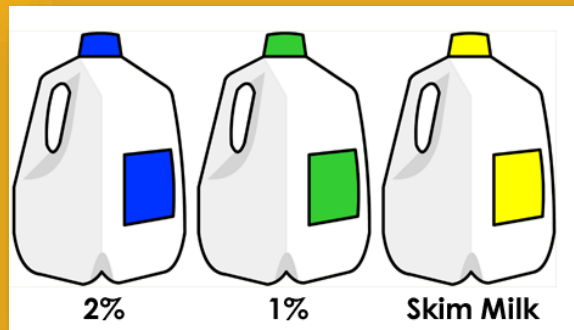
Serve Rarely

- Ice cream, frozen ice cream treats
- Cream
- Sour cream
- Whipped cream, whipped topping
- Coffee whitener, non-dairy creamer
- Cream cheese

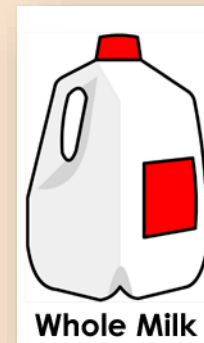


Example: Protein (with Calcium/Dairy)

Most often



Sometimes



Protein: Dairy & Calcium Containing

Offer Rarely



Make Water the Drink of Choice!



Serve Most Often

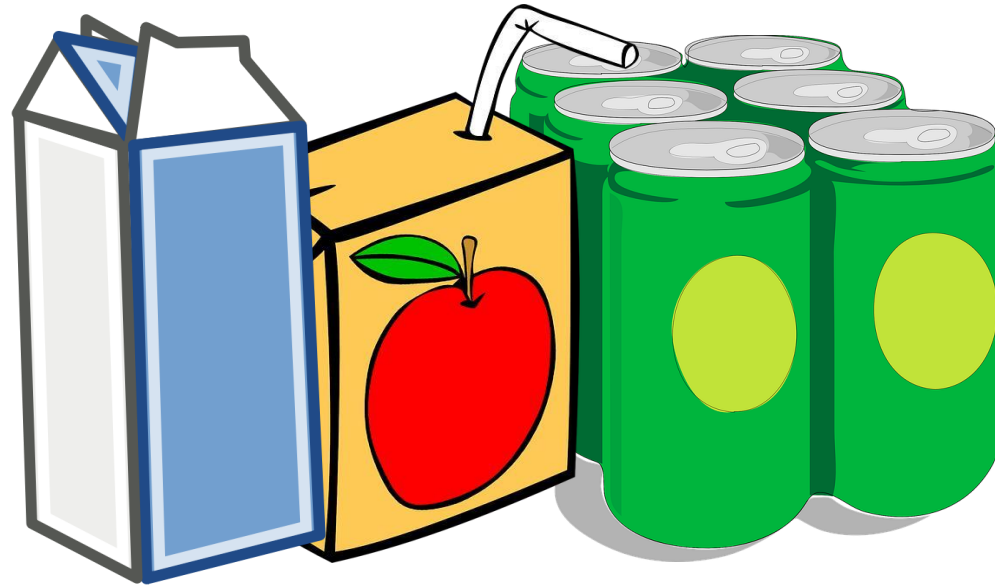
- Water
- Milk
 - Unsweetened, Skim, 1% or 2%
- Unsweetened Fortified Plant Based beverages
 - Soy or Almond Beverage

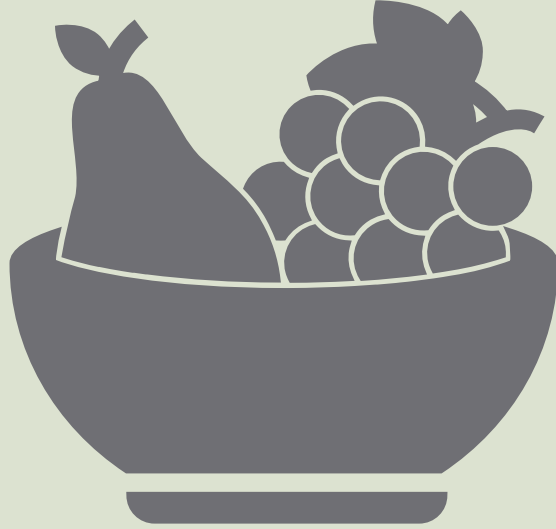
Serve Sometimes

- 100% fruit juice

Serve Rarely

- Fruit drinks, fruit punch, fruit beverage, fruit cocktail, fruit medley, fruit medley
- Soft drinks
- Crystal drinks
- Energy drinks



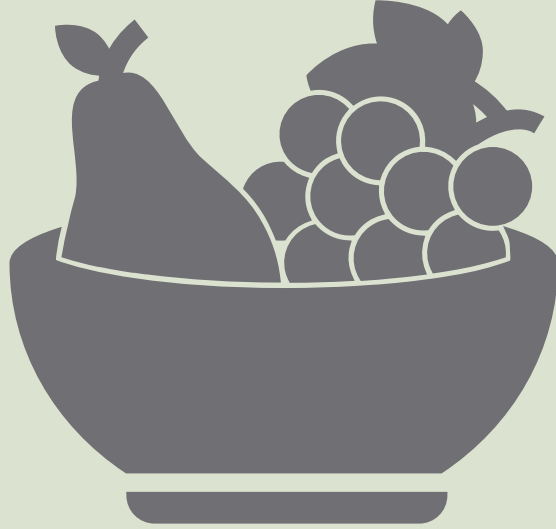


Planning Food Portions

Food Portions & Serving Sizes



- ✓ Eat plenty of vegetables and fruits,
- ✓ Eat whole grain foods and protein foods.
- ✓ Choose protein foods that come from plants more often.
- ✓ Make water your beverage of choice
- ✓ Choose foods with healthy fats instead of saturated fat.
- ✓ Mealtime roles



Label Reading

Understanding Food Labels



Nutrition Facts



Ingredient List



Nutrition Claims



Health Claims



CANADIAN WHEAT
BLÉ CANADIEN

Healthy Harvest
Moisson Santé

WHOLE GRAIN WHEAT 100% BLÉ À GRAINS ENTIERS

LINGUINE



SERVING SUGGESTION
PRÉSENTATION SUGGÉRÉE

perfect in 8 minutes
parfaites en 8 minutes al dente

NON GMO Project VERIFIED - VERIFIÉ
PROJET SANS OGM

375g

See ingredients list for more information.
Consultez la liste d'ingrédients pour en savoir plus.

Understanding Food Labels

Nutrition Facts

- Easy to find & read
- On most packaged foods
- Based on a specific amount of food

Nutrition Facts Valeur nutritive

Per about 1/4 box (85 g)
pour environ 1/4 boîte (85 g)

Amount Teneur	% Daily Value % valeur quotidienne
Calories / Calories 290	
Fat / Lipides 2 g	3 %
Saturated / saturés 0.4 g + Trans / trans 0 g	2 %
Cholesterol / Cholestérol 0 mg	
Sodium / Sodium 0 mg	0 %
Carbohydrate / Glucides 60 g	20 %
Fibre / Fibres 8 g	32 %
Sugars / Sucres 4 g	
Protein / Protéines 12 g	
Vitamin A / Vitamine A	0 %
Vitamin C / Vitamine C	0 %
Calcium / Calcium	2 %
Iron / Fer	20 %

INGREDIENTS: WHOLE GRAIN DURUM WHEAT SEMOLINA. MAY CONTAIN EGGS.
ALL INGREDIENTS LISTED ARE NOT PRODUCED USING GENETIC ENGINEERING.
INGRÉDIENTS : SEMOULE DE BLÉ DUR À GRAINS ENTIERS. PEUT CONTENIR DES ŒUFS.
LES INGRÉDIENTS ÉNUMÉRÉS NE SONT PAS PRODUITS PAR MANIPULATION GÉNÉTIQUE.

Understanding Food Labels

The % Daily Value

- Helps compare and evaluate nutrient content of foods
- Based on recommendations for a healthy diet
- **5% or less is a little**
- **15% or more is a lot**

Nutrition Facts Valeur nutritive

Per about 1/4 box (85 g)
pour environ 1/4 boîte (85 g)

Amount Teneur	% Daily Value % valeur quotidienne
------------------	---------------------------------------

Calories / Calories 290

Fat / Lipides 2 g 3 %

Saturated / saturés 0.4 g 2 %
+ Trans / trans 0 g

Cholesterol / Cholestérol 0 mg

Sodium / Sodium 0 mg 0 %

Carbohydrate / Glucides 60 g 20 %

Fibre / Fibres 8 g 32 %

Sugars / Sucres 4 g

Protein / Protéines 12 g

Vitamin A / Vitamine A 0 %

Vitamin C / Vitamine C 0 %

Calcium / Calcium 2 %

Iron / Fer 20 %

Questions or Comments?
Questions ou commentaires? 1-888-293-1333

...artir ce temps, faire
une grande poêle à
fer le bouillon de
le gingembre et la
ou jusqu'à ce que le
le et le gingembre.
ettes soient rosées.
d'haricot, le basilic et
ne 4 portions.

INGREDIENTS: WHOLE GRAIN DURUM WHEAT SEMOLINA. MAY CONTAIN EGGS.
ALL INGREDIENTS LISTED ARE NOT PRODUCED USING GENETIC ENGINEERING.
INGRÉDIENTS : SEMOULE DE BLÉ DUR À GRAINS ENTIERS. PEUT CONTENIR DES ŒUFS.
LES INGRÉDIENTS ÉNUMÉRÉS NE SONT PAS PRODUITS PAR MANIPULATION GÉNÉTIQUE.

The % Daily Value

Choose more
of:

Fibre

Vitamin A

Calcium

Iron

Choose less of:

Fat

Saturated and
trans fats

Sodium

Sugar

- Daily % value for sugar
- 4g = 1 tsp added sugars
- Can also use ingredient list to evaluate sugar content
- Syrup
- Honey
- Sugar cane
- Nectar
- Crystals

Understanding
Food Labels

Understanding Food Labels

The Ingredient List

- Lists all the ingredients by weight
 - Most to least
- Lists priority food allergens

...t ce temps, faire
...e grande poêle à
...le bouillon de
gingembre et la
...jusqu'à ce que le
...et le gingembre.
...es soient rosées.
...l'haricot, le basilic et
...e 4 portions.

INGREDIENTS: WHOLE GRAIN DURUM WHEAT SEMOLINA. MAY CONTAIN EGGS.
ALL INGREDIENTS LISTED ARE NOT PRODUCED USING GENETIC ENGINEERING.
INGRÉDIENTS : SEMOULE DE BLÉ DUR À GRAINS ENTIERS. PEUT CONTENIR DES ŒUFS.
LES INGRÉDIENTS ÉNUMÉRÉS NE SONT PAS PRODUITS PAR MANIPULATION GÉNÉTIQUE.

Nutrition Facts Valeur nutritive

Per about 1/4 box (85 g)
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Amount Teneur	% Daily Value % valeur quotidienne
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Cholesterol / Cholestérol 0 mg

Sodium / Sodium 0 mg	0 %
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Carbohydrate / Glucides 60 g	20 %
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Fibre / Fibres 8 g	32 %
---------------------------	-------------

Sugars / Sucres 4 g

Protein / Protéines 12 g

Vitamin A / Vitamine A	0 %
-------------------------------	------------

Vitamin C / Vitamine C	0 %
-------------------------------	------------

Calcium / Calcium	2 %
--------------------------	------------

Iron / Fer	20 %
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Questions or Comments?

Understanding Food Labels

Nutrition Claims

- Regulated statements

Looking to *decrease*? Look for:

- Free, low, reduced, light

Looking to *increase*? Look for:

- Source, high or good source, very high or excellent source



Understanding Food Labels

Health Claims

- Disease risk reduction claims
- Ex: “a healthy diet high in fiber may reduce the risk of colon cancer. (Name of food) is high in fiber”

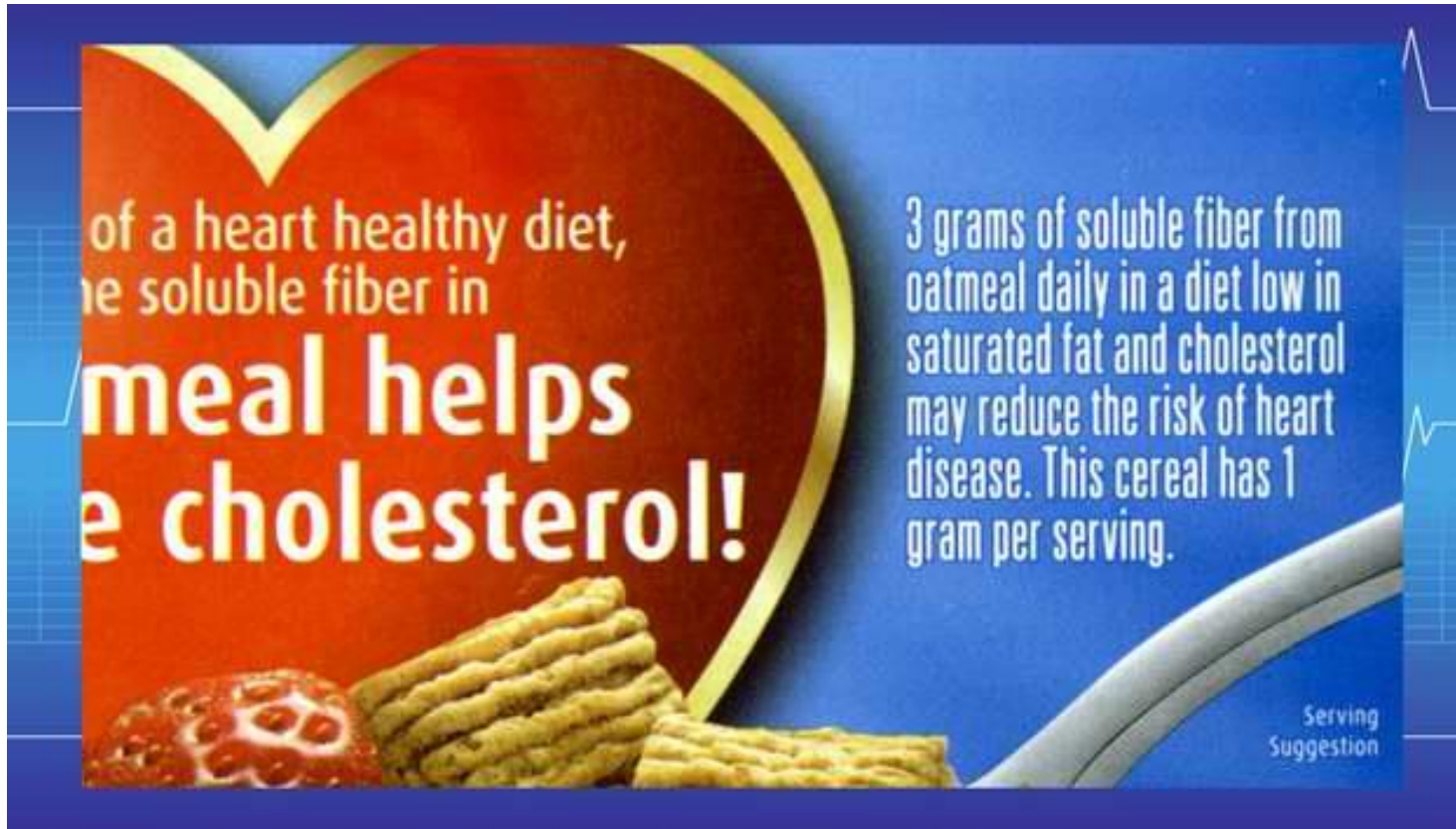


Image source:

https://www.google.com/search?q=disease+risk+reduction+claim+foodexample&tbm=isch&ved=2ahUKEwiMpfXwpmDAxVwJGIAHbgrA7wQ2-cCegQIABAA&oq=disease+risk+reduction+claim+foodexample&gs_lcp=CgNpbWcQAzoECCMQJ1DSDViiGWCDGmgAcAB4AIABaogBggSAQM2LjKYAQcGAQGqAQtnD3Mtd2l6LWltZ8ABAQ&sclient=img&ei=voKAZYzOGPDiLMPuNeM4As&bih=863&biw=1263&rlz=1C1CHBF_enCA952CA952&hl=en-GB#imgsrc=hcShEy87hFyOsM&imgdii=6eydnfJ-MmS1aM



Understanding Food Labels

General Health Claims

- Beware of general health claims
- Use nutrition facts and ingredient list to make an informed choice



Activity Time!

Ex: Who has a product with a little fat?

Answer) Whole wheat spaghetti, 3% fat

- A little bit of fibre?
- A lot of saturated fat?
- A lot of sodium?
- A nutrition claim?

Review time

- Please take five minutes to fill out the reflection section in your manual
- Compare answers with a partner when finished



Let's Review your Menu!

Classify your items (often,
sometimes, rarely)

Make
substitutions:

- Substitute all serve rarely
- Substitute half of serve
sometimes

Session 3

Planning and Production

Part 1

Planning menu substitutions



Reasons for Substitutions

Can you think of any reasons for menu substitutions?

10 Most common dietary restrictions*

- Lactose Intolerance
- Gluten intolerance or sensitivity
- Vegetarianism
- Veganism
- Kosher
- Keto
- Diabetes
- Food Allergies

*Lang, A. (2021, June 7). *The 10 most common dietary restrictions*. Healthline. <https://www.healthline.com/nutrition/most-common-dietary-restrictions>

Identifying restricted ingredients



- Check the label!
- Companies must clearly label top priority allergens
- Precautionary statements are not required or regulated by Health Canada.
 - “may contain”
 - “traces of”
 - “processed in a factory containing”
- Watch out for “disguised” ingredients.
- Work with your dietitian to identify potential sources of the restricted ingredient

Strategies for substitutions

- Consult with the dietician in your areas
- Involve students, staff, parents
- Plan your menus to be adaptable
 - Identify dietary restrictions
 - Select menu items that meet diets or can easily be substituted
- Try “food-chaining” for overall substitutions
 - Gradually introduce new ingredients



Tips for making substitutions

Priority is safety

Keep nutrition in mind

Feasibility

Flavour!

Any others?

Activity time!

Identify dietary restrictions

- Write a list of all restrictions you cook for

Identify menu items

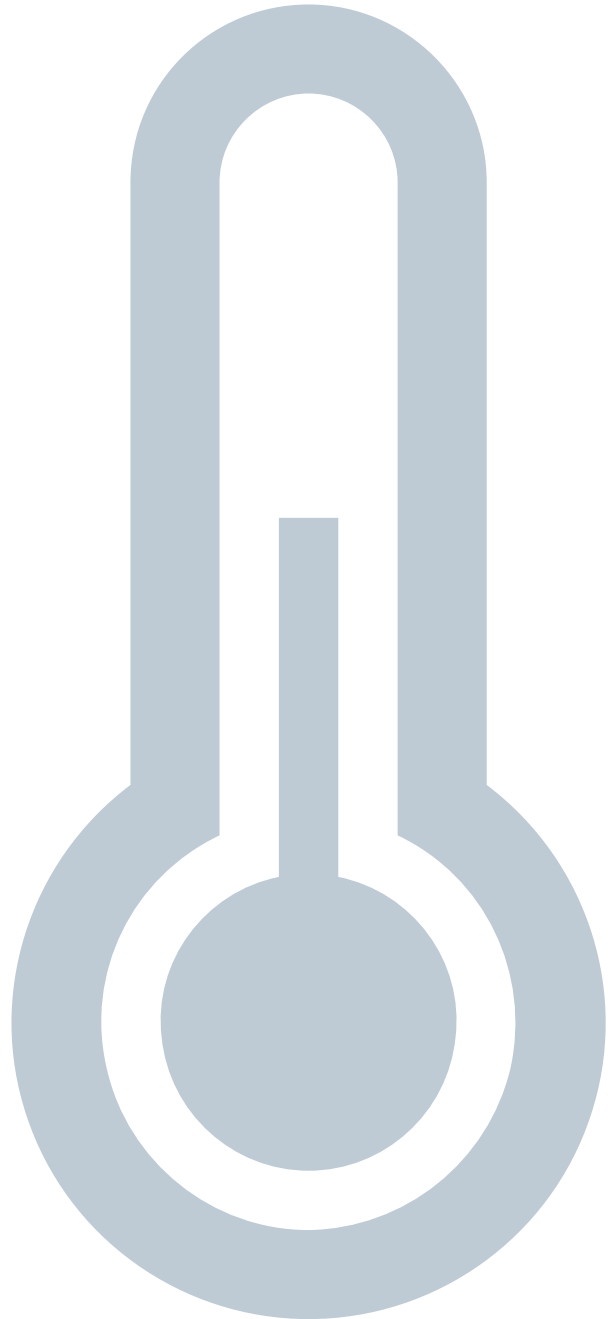
- Create a list of restricted menu items
- Are these easy, or difficult to substitute?

Make the substitution

- Can the new item be prepared for the whole school?
- Remember the tips!
- Does the item need to change?

Part 2

Prep lists, pulls, and recipe selections



What is a "Pull"?

- A pull means to take an item from the freezer to allow it to thaw properly
- To pull properly you would remove the item from the freezer at least 3 days prior to the day you need to prepare the item for service
- Items can, only if needed, be thawed under cold running water, these items must be cooked immediately if thawed in this manner
 - The cold running water must be able to flow around the item
 - The larger the item or items the longer this will take
 - This method should only be used in emergent situations

Food should never be thawed under hot water, this poses a health risk

A close-up photograph of a person's hand holding a dark blue pen, poised to write on a document. The document contains several tables with columns and rows of text, though the text is blurred. The lighting is soft, highlighting the texture of the skin and the pen.

Prep List

- A prep list is just what it implies, a list of things that needs to be completed
- Prep lists can (should) be structured based on the menu
- These lists help ensure items do not get missed either from ordering, or pulls
 - If something is not available a prep list can help with a substitution or even a replacement
 - This can be used as well when donations come in and may not be aligned with the Cycle menu

Recipe Selection

- Recipe Selection should be based on several factors:
 - Menu Items
 - Number of people being served
 - Equipment
 - Space
 - Staffing levels

Recipes should work for those who are going to make the items

The students being served should be kept in mind as well as they are known to the Nutrition Workers

Good or Bad?

- A school serves ninety breakfast items each day
- The equipment on hand:
 - 2 household stoves
 - 5 steel frying pans
 - 2 eight-foot workstations
 - 3 standard cutting board
 - 2 chef knives
 - 1 commercial toaster
 - 1 staff member

Should omelets be added to the menu?

Cycle Menu Sample

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Oatmeal and Berries	Broccoli n cheese Scrambler	Whole-wheat pancakes and fruit	Omelet and potatoes	Egg Sandwiches
Lunch	Vegetarian Chili with corn bread	Chicken and veggie Stroganoff	Turkey and orzo Soup	Grilled ham n cheese with veggies n dip	Korean beef stir-fry
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Rice and Chia pudding	Breakfast Burrito	Oat-bar and Fruit	Whole-wheat French toast	Egg Sandwiches
Lunch	Curried Lentils and potatoes	Chicken and Spinach Lasagna	Tomato-barley soup with whole-wheat biscuits	Roast Turkey and Cheese with veggies and hummus	Teriyaki tilapia stir-fry

Activity time!



1. Make prep lists for all of your menu items (1 week)



2. Assign a timeline for each task (cooking included)



3. Identify equipment needed



4. Create a schedule for production, pulls included!

Let's try one together first...

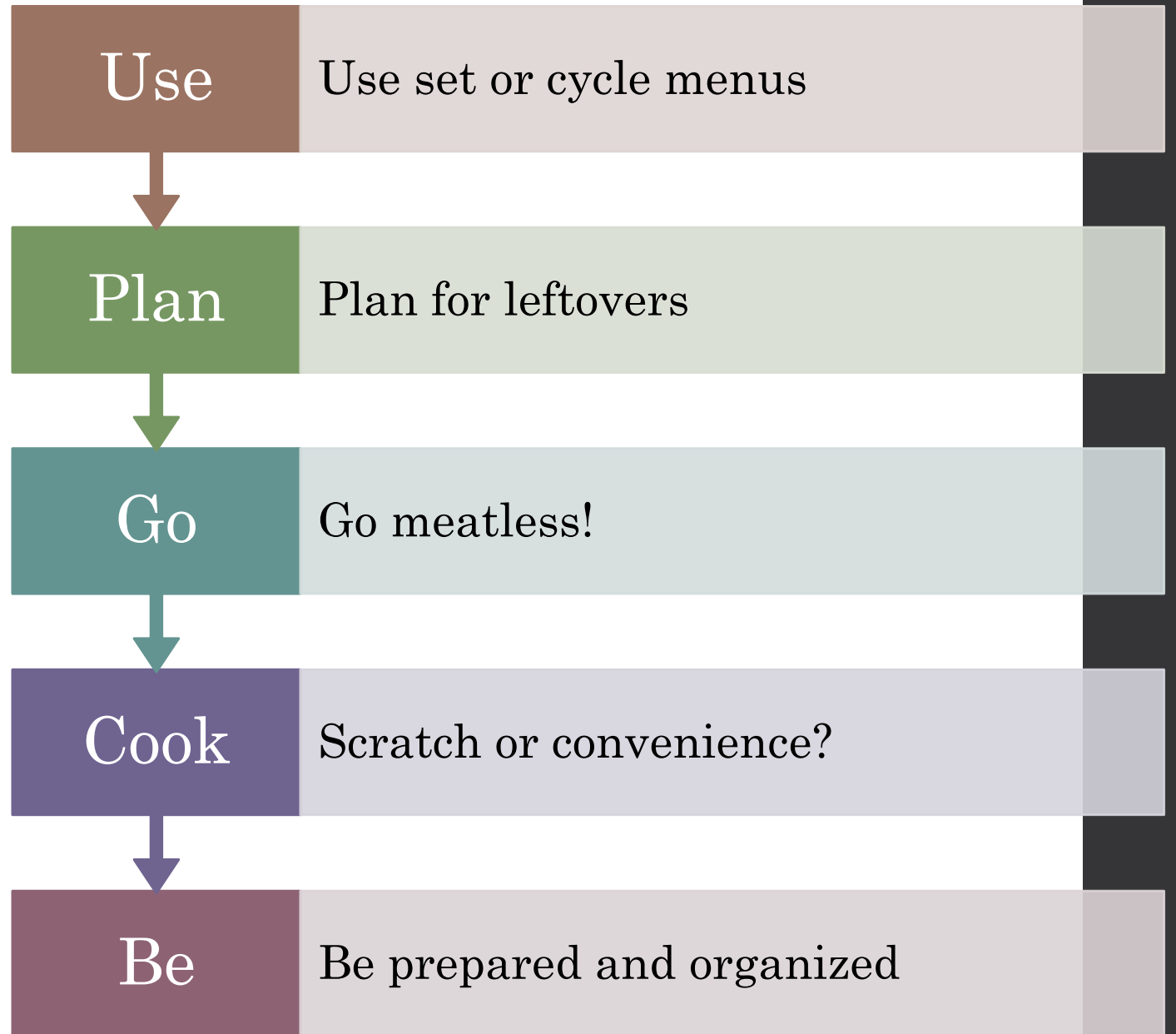
	Monday
Breakfast	Oatmeal and Berries
Lunch	Vegetarian Chili with corn bread
	Monday

1. Prep list for items

Session 4

Managing Time and Budget

Menu Planning on a Budget





Plan for Leftovers

- Intentionally plan meals that can be re-purposed
- Plan meals with ingredients that can be prepped simultaneously
- Have a “mystery day” once a month
- Prepare large batches and store for later use



Challenges with leftovers

- Food safety
- Storage space
- Quality control
- Others?

How can we overcome these?



Activity

- Share your menu with a partner
- Identify 3 foods and how you can repurpose them into leftovers

- Not every meal needs to have meat!

- Beans
- Nuts*
- Low-fat dairy*

- Swap beans for meat:

- Casseroles
- Chili
- Burritos
- Quesadillas
- “meatballs”
- Dips



Go Meatless!

- Saves money and time
- Meets CFG

Example:

- 50 children
- Average gr. beef price \$12.52/kg
- 7-8 children/kg
- 8kg of beef
- $8 \times \$12.52 = \underline{\$100.16/\text{meal}}$



Go Meatless!

- Lentils \$3.90/ 1.8kg
- \$8.58/meal

- Try “food chaining”

- A process that gradually introduces new ingredients

Ex) Beef lasagna → Veggie lasagna

1. Swap $\frac{1}{4}$ beef for beans
2. Swap $\frac{1}{2}$ beef for beans
3. Swap $\frac{3}{4}$ beef for beans
4. Make your veggie lasagna!



Go Meatless!

1. Select an item to “food chain”
2. Map out the process.
 1. Which ingredient(s) will you use to substitute?
 2. What will the cooking process be?



Activity

Scratch or convenience?



Prepare fruits and vegetables in-house



Make sauces, stocks, soup from scratch



Marinate your own meats

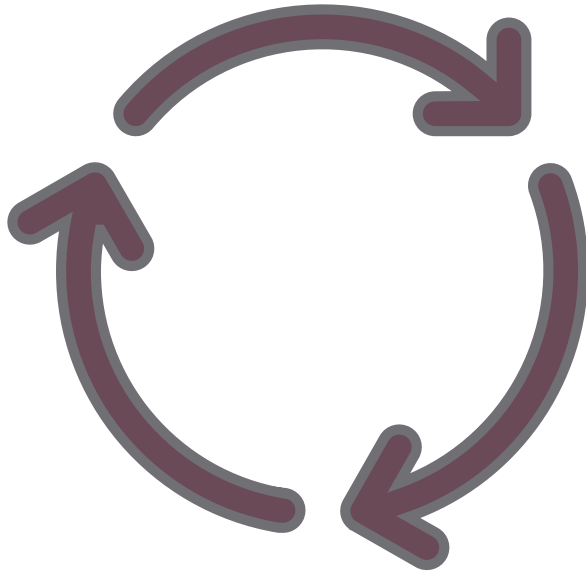


Prep for multiple meals at a time



Start gradually

Activity: Scratch vs. Convenience



1. Share your menu with a partner.
2. Identify items on their menu that could be convenience/scratch
3. Determine feasibility of making a switch

Be Prepared, Be Organized

- Being prepared for each day will help keep things running efficiently
- Organization can help reduce/remove stressful situations
 - Designate work areas
 - Keep everything in their place
 - Heavily used items in easy reach
 - Label and Date food items (green tape/sharpies)
 - FIFO
 - Prep Lists/Cycle Menus
 - Inventory
 - Workable storage
 - Open shelves (no cabinet doors)
 - See through storage containers
 - Marked drawers/bins



Activity

- Move #4 from previous here (MAYBE?)
- What still needs to happen for your menu?
- Q/A period?

Thank you

