

Use this guide to understand how to count food and drink items when doing a retail outlet menu assessment in FoodChecker.

This will ensure the percentages of **GREEN**, **AMBER** and **RED** food and drinks are calculated accurately according to the Victorian Government's Healthy Choices guidelines (<http://heas.health.vic.gov.au/healthy-choices/guidelines>).

Cold food

Examples

Each red circle represents 1 item

How to count



Ingredients on display

For ingredients displayed in a sandwich bar, count one item per tray/container.

For example, if there were two containers of shredded lettuce, they would be counted twice.



Ready to eat items on display

Sandwiches, wraps and rolls on display are counted according to the number of 'rows' per item on the shelf.

Items stacked on top of the bottom rows are not counted.

In this example:

- On the top shelf there are four wraps on the bottom of each 'stack' of flavours, so they would be counted four times.
- On the middle shelf there are two rows of each roll flavour, so they would be counted twice.
- On the bottom shelf there is one row of each baguette flavour, so they would be counted once.

Snacks

Examples

Each red circle represents 1 item

How to count



Display boxes

If one type of item is in a box, count this as one item per box.

In this example:

- there is one box of Mars Bars, so you would count this as one item.
- there are two boxes of Jila Mints which are different flavours, so you would count these as two items (one of each flavour).



Bowls and jars

If there are many types of items in a bowl or jar, count each different type of food as one item.

But count different flavours separately.

In this example:

- In the fruit bowl there are three items: green apples = one item; red apples = one item; banana = one item.
- In the jar there is only one flavour of biscuits = one item.



Stacked displays

If items are stacked on top of one another, count each 'row' on the bottom as one item.

When there is only one row, count each type/flavour of snack item as one item.

- In the first example, there are two rows of each flavour, so each slice is counted as two items.
- In the second example, there is one row of one flavour, so this slice is counted as one.



Freezer

If items are in baskets in a fridge/freezer, count each basket as one item.

In this example there are four baskets = four items.

If the same flavour of ice cream is in multiple baskets, count that ice cream as multiple items.

For example, three baskets of chocolate Paddle Pops™ would be counted as three items.

Drinks

Examples

Each red circle represents 1 item

Juices	Small	Large
Beet It! Kale, Cucumber, Celery, Beet, Parsley, Lemon, Ginger	6.99	7.99
Beta Blast Carrot, Ginger Root	5.99	6.99
Carotene Kicker Pear, Carrot, Apple, Lemon, Ginger Root	6.99	7.99



HOT DRINKS		
	SMALL	MEDIUM
CAPPUCCINO	\$4.00	\$4.50
LATTE	\$4.00	\$4.50
FLAT WHITE	\$4.00	\$4.50
LONG BLACK	\$3.50	\$4.00
SHORT BLACK	\$3.50	
HOT CHOCOLATE	\$4.00	\$4.50
MOCHA	\$4.00	\$4.50
CHAI	\$4.50	\$5.00
TEA	\$3.00	\$3.50

How to count

Cold drinks made on site

Juices, smoothies and milkshakes made on site are counted according to each flavour and size offered, as listed on the menu.

In this example, there are three flavours of juice available, and two sizes of each = six items.

TIP: Get the actual sizes of juices, smoothies and milkshake in millilitres, as the classification will be different for those above 250ml or 500ml.

Drinks fridge

Drinks in a drink fridge are counted according to the number of positions they occupy.

Count different flavours and sizes of drinks separately.

In this example:

- there are five positions of still water = five items
 - there is one position of Coke Zero™ = one item
 - there is one position of Diet Coke™ = one item
 - there are two positions of juice = two items
- = 9 items in total

TIP: You do not have to count the drinks behind, just the facings.

Hot drinks made on site

Count all similar drinks as one item for each size on the menu.

- **Milk-based coffees** (flat white, cappuccino, latte etc) are counted collectively as one item per size available
- **Black coffees** (short black, long black, etc) are counted collectively as one item per size available.
- **Flavoured hot drinks** (eg, hot chocolate, mocha, chai latte, flavoured coffees like vanilla lattes) are counted individually for each size available.
- **All forms of tea (black, green, white, herbal etc)** are counted as one item collectively per size available.

In this example:

- there are two **milk-based coffees** counted on this menu (one small, one medium).
- there are two **black coffees** (one small, one medium).
- there are six **flavoured drinks** on this menu (two hot chocolates, two mochas and two chai lattes – one small and one medium of each)
- there are two **teas** on this menu (one small, one medium).

= 12 hot drinks on the menu.

TIP: Milk-based drinks are assessed based on the default type of milk used. If regular fat milk is used as the default, and skim milk is only on customer request, drinks are assessed as regular fat.

Hot food

Examples

Each red circle represents 1 item



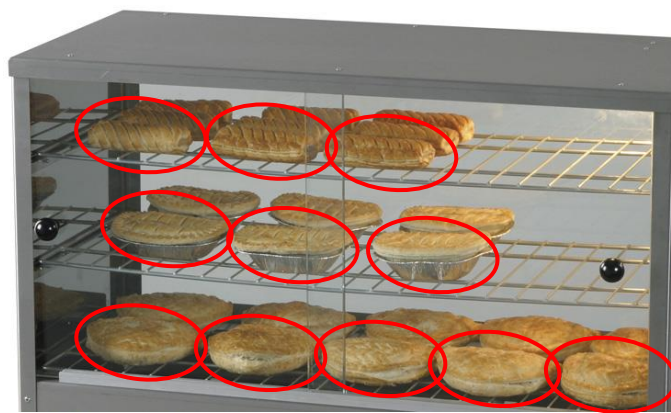
How to count

Bain-marie/display

Hot foods displayed in a bain-marie are counted as one item per tray/dish.

In this example, there are six different hot dishes = six items.

TIP: If there are two flavours or varieties of a food item in one bain marie tray you would count this as two items. For example if there are two chicken pies and two beef pies in one tray, this would count as two items.



Pie warmer

Ready to eat items, such as pies and sausage rolls, are counted according to the number of positions they occupy.

Count different flavours and sizes separately.

In this example, there are:

- three positions of sausage rolls
 - three positions of beef pies
 - five positions of pasties
- = 11 items in total

Menu item	Size	Classification when served with:	
		Rice	Vegetables
Butter Chicken	Regular	●	●
	Large	●	●
Baked Salmon	Regular	●	●
	Large	●	●
Beef Burgundy	Regular	●	●
	Large	●	●

On a menu

Hot meals are counted as they would be sold.

If a hot meal comes in different sizes and is always sold with a choice of two sides, count each variation as a separate item (as each meal can have a different classification).

In this example, this hot food selection has four **GREEN** items, six **AMBER** items and six **RED** items.

Food-based gifts

Example

Each red circle represents 1 item



How to count

Food-based gifts are NOT included in a menu assessment for Healthy Choices.

These are occasionally found in hospital retail outlets, but are not sold for immediate consumption by an individual.

This includes:

- boxes of chocolates designed to share
- gift jars of lollies or coated nuts
- edible chocolate/fruit arrangements.

Retail food outlets should be discouraged from placing **RED** gift items in prominent positions in retail outlets.

Summary



The display above has:

- Top shelf: 12 items
- Middle shelf: 14 items
- Bottom shelf: 6 items.

Frequently asked questions

What if there is a menu, but the foods and drinks aren't visible?

If foods and drinks are not physically on display but are listed on a menu, they are just counted once per menu item listed, or as listed in the above menu examples. This would also apply when items are made to order, but not actually put out on display e.g. fried food and other hot dishes/meals.

How do I assess drinks fridges that are out of sight (e.g below the counter), or where the door is covered by a poster/decal so the drinks aren't visible?

Similar to above, the drinks are just counted once per type and size available if they are not actually seen by the customer. You do not need to count number of positions if the customer cannot see the drinks displayed in the fridge. They do still need to be counted however as they are available for purchase.

How do I count for added tomato sauce with pies, or sugar in coffee?

Items are counted as sold. If a customer has to request sugar or syrups in their coffee, or if there is a condiments station with tomato or soy sauce to add to hot items, these additions are not factored into the classification. If a roast beef dish automatically comes with gravy, for example, then it would be counted in the classification.

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