

# Guidelines for Serving Healthy Food and Beverages at Work

## SUGGESTED HEALTHY FOOD CHOICES:

### BEVERAGES

- Water
- Milk with 2% MF or less or fortified soy beverage
- Provide milk and sugar with coffee and tea (artificial sweetener can be available)
- Avoid offering soft drinks and fruit juices (including diet options)



### BREAKFAST

- Include fresh fruit
- Offer whole grain breads, bagels, and English muffins
- Muffins made with whole grain bran or oats
- Cut muffins in half to decrease serving size
- Hot or cold cereal with whole grain as the first ingredient
- Granola bars with whole grain as the first ingredient
- Crackers that contain whole grain as the first ingredient and are low in sodium
- Cheeses with less than 20% MF if possible.
- Low-fat yogurt or cottage cheese that has 2% MF or less
- Serve eggs boiled, poached, scrambled or as a frittata with vegetables
- Serve light cream cheese, jam or butter/margarine on the side
- Peanut butter or other nut butters, but consider allergies of audience
- If ordering cooked meat, choose lean ham or back bacon

## SALADS & SIDES

- Choose lettuce, vegetable, bean, fruit or whole wheat pasta salads. For lettuce salads, choose leafy greens rich in colour such as romaine lettuce or spinach versus iceberg lettuce.
- If offering soup, choose broth or milk-based rather than cream-based. Ask or look for low sodium products.
- Request substitutes for french fries, such as baked potato, brown rice, vegetables, fruit or salad.
- Choose low-fat salad dressings such as oil and vinegar.
- Ask for all dips and dressings to be served on the side.



## SANDWICHES

- Whole grain breads, pita, tortillas or buns.
- Tuna, salmon or egg salad made with less mayonnaise.
- Vegetarian options such as egg, black bean, tofu or hummus.
- If including processed meats, select low-fat, low sodium meats like turkey, chicken, roast beef or ham.
- Ask for vegetable fillings like lettuce, cucumber, tomato, peppers and/or grated vegetables.
- Have sandwiches, large buns, bagels and wraps cut in half.
- Request butter, margarine, mayonnaise and other spreads or sauces served on the side, or spread thinly for wraps.

## MAIN DISHES

- Choose skinless chicken, lean meat, non-breaded fish, lentils, beans and vegetable dishes that are baked, broiled, roasted or steamed.
- Have lean meat or bean-based chili.
- Chicken fajitas, quesadillas or bean burritos. Request whole wheat tortillas, low fat cheese and low fat sour cream.
- Choose vegetable, chicken or lean meat stir fry.
- Ask for low sodium, tomato-based or lean meat-based sauce (instead of cream).
- Pizza with vegetable toppings and whole grain and/or thin crust.
- If ordering meat toppings, choose chicken or ham. Request half the regular amount of cheese.
- Include a protein-based vegetarian option, such as beans, tofu or egg.
- Choose brown rice, whole grain pasta, whole grain breads or buns.
- Vegetables with entrees, especially dark green or orange vegetables (such as broccoli or carrots) steamed, roasted or grilled.



## SNACKS

- Fresh whole fruit, a fruit tray or fruit salad
- Yogurt
- Whole grain low fat muffins
- Low-fat cheese and whole grain crackers
- Whole grain crackers and hummus
- Raw vegetables with low fat dip or hummus
- Whole grain, low fat granola bars

## MEETING ORGANIZER CHECKLIST

For this meeting I have:

- Thought about whether food is necessary.
- Asked participants about any food allergies, preferences and restrictions.
- Ordered meals that include at least three of the four food groups and snacks that include at least two of the four food groups, while always including a serving of vegetables and fruit.
- Selected a vegetarian option.
- Considered serving local and seasonal foods (e.g. Ontario apples instead of a fruit tray).
- Confirmed menus and delivery details with the caterer.
- Asked for sauces, salad dressings and condiments to be served on the side.
- Requested that the caterer provide biodegradable disposable dishes if required (not styrofoam) and encouraged participants to bring their own travel mug or water bottle.
- Arranged for water to be available at every meal or snack break, avoiding bottled water when possible.
- Identified where to store and serve the food.
- Asked that the caterer, chef or grocery store not include freebies, particularly in buffet settings (e.g. extra desserts on the side).

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