How to Plan the Right Amount of Fruit for Your Office Team

Getting the quantity right for your workplace

Ordering fruit for an office team sounds simple, but getting the quantity wrong can lead to waste on one side or grumpy colleagues on the other. Too little and the fruit disappears before lunch, too much and it sits uneaten until someone has to throw it away. The goal is to have enough for everyone who wants it, without over-ordering. This guide walks through the main factors to consider, from team size to storage space, so you can place a sensible order that keeps the team happy and the fruit fresh.

Start with your team size and appetite

The most obvious factor is how many people are in the office on a typical day. But not everyone will eat fruit, and those who do will eat different amounts. A good starting point is to observe how much fruit is actually consumed over a week. If you already have an informal system or a previous supplier, look at what disappeared and what was left behind. If this is new, begin with a conservative estimate and adjust after a couple of deliveries.

A common rule of thumb is to order one piece of fruit per person per day, but that assumes everyone takes one. In reality, office workers vary widely. Some people will eat two pieces, others none. A better approach is to think in terms of portions. One portion might be an apple, a banana, or a handful of grapes. For a team of twenty, ordering around fifteen to eighteen pieces per day is often enough, because not everyone eats fruit every day. You can always increase the order later if demand is higher.

Watch out for the mix of fruit you choose. Bananas and apples are popular and keep reasonably well, but berries and cut melon spoil faster. If your team has a preference for softer fruit, you may need to order more frequently or in smaller quantities to avoid waste. Seasonal variation also matters. In summer, people might want more refreshing fruit like watermelon or pineapple. In winter, citrus and apples tend to be steady choices. Adjust your order as the seasons change, and don't be afraid to ask the team what they would like.

Consider delivery frequency and storage space

How often you receive fruit deliveries affects how much you order each time. A weekly delivery is the most common for offices, but some suppliers offer twice-weekly or fortnightly options. The right frequency depends on your storage space and how quickly the fruit gets eaten. If you have a small fridge or a limited countertop, a weekly delivery of a large quantity might lead to

bruised or overripe fruit by midweek. In that case, splitting the order into two smaller deliveries can keep everything fresher.

Storage space is often overlooked until the fruit arrives and there is nowhere to put it. Check that your kitchen or break room has enough room for the boxes without blocking work surfaces or walkways. Fruit that sits in a warm spot or near a radiator will ripen faster. Ideally, keep it in a cool, well-ventilated area. If space is tight, consider ordering smaller boxes more frequently, or choose fruit that tolerates room temperature better, such as apples, oranges, and pears. Berries, grapes, and cut fruit need refrigeration, so factor that into your plan.

Delivery days also matter. If your team is smaller on Mondays or Fridays, you might want the delivery to arrive on a Tuesday or Wednesday when more people are present. That way the fruit is at its freshest when most people are around to eat it. If you have a Monday delivery, the fruit might sit untouched over the weekend, which is a waste. Talk to your supplier about delivery days and ask if they can adjust to your office schedule.

Order changes and monthly invoicing

Offices are not static. People join, leave, go on holiday, or work from home on certain days. Your fruit order should be flexible enough to adapt. Most suppliers allow you to change the order size or skip a delivery with a few days' notice. Take advantage of this. If you know the office will be half-empty next week because of a conference or school holidays, reduce the order accordingly. If a new team joins a project and suddenly the kitchen is busier, increase it.

Monthly invoicing is a convenient way to manage payments. Rather than processing a payment every week, you receive one invoice at the end of the month covering all deliveries. This simplifies accounting and reduces admin. Just keep an eye on the total. It can be easy to let the order grow incrementally without noticing the cost. Review the invoice each month against what actually arrived and was consumed. If there is a pattern of leftovers, adjust the next order down.

One thing to watch is that changes to your order might need to be made by a certain day of the week. Some suppliers require notice by Wednesday for the following Monday's delivery. Miss the deadline and you get the standard order whether you need it or not. Set a reminder in your calendar or make it part of your weekly routine to check the order. Facilities management teams often handle this, but if you are the person organising it, a simple spreadsheet or shared note can keep everyone informed.

Portion planning and avoiding waste

Portion planning is about matching what you order to how the fruit is presented and consumed. If fruit is left in a large box, people might take more than they would from a bowl. If

it is pre-portioned into bags or arranged on a platter, they might take less. Think about how your team eats. Do they grab a piece on the way to a meeting, or do they sit down and eat at their desk? The more convenient the fruit is, the more likely it is to be eaten.

Waste is the enemy of a good office fruit program. Overripe fruit, bruised fruit, or fruit that nobody recognises will end up in the bin. To minimise waste, choose fruit that has a longer shelf life and that your team actually likes. A box of lychees might look exotic, but if nobody eats them, they are wasted. Stick to the favourites and introduce one new item at a time to see how it goes. Also, make sure the fruit is visible. If it is hidden in a cupboard, people will forget about it. Put it in a prominent spot near the kettle or the fridge.

Another practical tip is to cut larger fruit into pieces. A whole pineapple can be intimidating and messy to prepare. If you offer sliced pineapple or melon, more people will take a piece. Some suppliers, including Global F/V, offer pre-cut fruit options for offices. This can increase consumption and reduce waste because people take only what they plan to eat. If your supplier does not offer this, you can ask the facilities team to prepare it on delivery day.

Putting it all together: a simple process

To make this practical, here is a straightforward process you can follow each week or month. Start by confirming the number of people expected in the office on each delivery day. Then decide on a mix of fruit based on what was popular last time. Order a little less than you think you need, because it is easier to increase next time than to deal with waste. When the delivery arrives, check the quantity and quality. If something is off, report it to the supplier promptly. After a few days, note what is left. Use that information to adjust the next order.

The same logic applies if you are ordering vegetable boxes alongside fruit. A team that likes to snack on cherry tomatoes or carrot sticks might want a separate box for vegetables. Many suppliers, including Global F/V, offer combined fruit and vegetable boxes that can be tailored to your team's preferences. The same principles of portion planning, storage, and frequency apply. Just remember that vegetables often spoil faster than fruit, so you may need a shorter delivery cycle or a smaller quantity per delivery.

Finally, keep communication open with your team. A quick poll or a note by the fruit bowl asking for feedback can tell you what is working. People appreciate being asked, and you will get better information than guessing. Over time, you will develop a feel for the right amount, and the whole process becomes a quiet routine that supports a healthy, productive office.