It’s All in the Records!
Standardized Recipes and Production Record Basics

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Maine Department of Education
Child Nutrition
Learning Objectives

Participants will be able to:

1. Identify the components of a standardized recipe
2. Become familiar with the required components of a food production record
3. Become familiar with how to complete a food production record
What Is A Standardized Recipe?

A recipe that:

1. Has been tried, adapted and tried again several times
2. Produces the same good results and yield every time when the recipe is followed
3. Each time you prepare the recipe, you use the same type of equipment and same quantity and quality of ingredients.
You Know It Will Be The Same... Every Time!
The Importance of Standardized Recipes

Standardized Recipes have a direct impact on:

1. Food Cost
2. Customer Satisfaction
3. Nutrition Analysis
What Would Happen If...

• A standardized recipe was not followed?
• Would this affect food cost?
  – Customer Satisfaction?
  – Adherence to the meal pattern?
## Lasagna with Ground Beef

<table>
<thead>
<tr>
<th>Ingredients</th>
<th>50 Servings</th>
<th>100 Servings</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Weight</td>
<td>Measure</td>
<td>Weight</td>
</tr>
<tr>
<td>Raw ground beef (no more than 20% fat)</td>
<td>3 lb 4 oz</td>
<td></td>
<td>6 lb 8 oz</td>
</tr>
<tr>
<td>*Fresh onions, chopped OR Dehydrated onions</td>
<td>3 lb OR 9 oz</td>
<td>2 qt OR 1 qt ½ cup</td>
<td>6 lb OR 1 lb 2 oz</td>
</tr>
<tr>
<td>Granulated garlic</td>
<td>2 Tbsp</td>
<td></td>
<td>¼ cup</td>
</tr>
<tr>
<td>Ground black or white pepper</td>
<td>1 tsp</td>
<td></td>
<td>2 tsp</td>
</tr>
<tr>
<td>Dried parsley</td>
<td>¼ cup</td>
<td></td>
<td>½ cup</td>
</tr>
<tr>
<td>Canned diced tomatoes, with juice</td>
<td>4 lb 4 oz (¾ No. 10 can)</td>
<td>2 qt ⅛ cup</td>
<td>8 lb 8 oz</td>
</tr>
<tr>
<td>Canned tomato paste</td>
<td>1 lb 12 oz (¾ No. 10 can)</td>
<td>3 cups 2 Tbsp</td>
<td>3 lb 8 oz</td>
</tr>
<tr>
<td>Water</td>
<td>3 qt</td>
<td></td>
<td>1 gal 2 qt</td>
</tr>
<tr>
<td>†Seasonings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dried basil</td>
<td>3 Tbsp</td>
<td></td>
<td>½ cup 2 Tbsp</td>
</tr>
<tr>
<td>Dried oregano</td>
<td>3 Tbsp</td>
<td></td>
<td>½ cup 2 Tbsp</td>
</tr>
<tr>
<td>Dried marjoram</td>
<td>1 Tbsp</td>
<td></td>
<td>2 Tbsp</td>
</tr>
<tr>
<td>Dried thyme</td>
<td>1 tsp</td>
<td></td>
<td>2 tsp</td>
</tr>
<tr>
<td>Enriched lasagna noodles, uncooked (at least 0.78 oz each)</td>
<td>2 lb 12 oz</td>
<td>56 each</td>
<td>5 lb 8 oz</td>
</tr>
</tbody>
</table>


2. Add pepper, parsley, canned tomatoes, tomato paste, water, and seasonings. Heat to boiling, uncovered. Remove from heat.

3. Assemble ingredients as follows: In steamtable pans (12" x 20" x 2 ¾") which have been lightly coated with pan release spray. For 50 servings, use 2 pans. For 100 servings, use 4 pans.

   For each pan:
   - 1st layer: 1 qt ½ cup sauce
   - 2nd layer: 14 uncooked noodles lengthwise
   - 3rd layer: 1 qt ½ cup sauce
   - 4th layer: 6 ⅛ oz (1 ½ cups 1 Tbsp) cheese blend and 9 ⅛ oz (2 ½ cups 2 Tbsp) mozzarella cheese
   - 5th layer: 14 uncooked noodles crosswise
   - 6th layer: 1 qt ½ cup sauce
   - 7th layer: 6 ⅛ oz (1 ½ cups 1 Tbsp) process American cheese and 9 ⅛ oz (2 ½ cups 2 Tbsp) mozzarella cheese
Cost

Lasagna With Ground Beef

<table>
<thead>
<tr>
<th>Cost of ground beef per serving</th>
<th>Cost of ground beef per serving</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 pounds 8 ounces</td>
<td>10 pounds</td>
</tr>
<tr>
<td>$0.15</td>
<td>$0.23</td>
</tr>
</tbody>
</table>

Difference/serving: $0.08

$0.08 per serving x 100 servings x 175 school days

= $1,400
### Cost

#### Lasagna With Ground Beef

<table>
<thead>
<tr>
<th>Servings per pan:</th>
<th>Cost of ground beef/serving:</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 servings</td>
<td>$0.15</td>
</tr>
<tr>
<td>20 servings</td>
<td>$0.19</td>
</tr>
<tr>
<td>Difference</td>
<td>$0.04</td>
</tr>
</tbody>
</table>

Difference/serving: $0.04

$0.04 per serving x 100 servings x 175 school days = $700
Components of a Standardized Recipe

- Recipe Name
- Category
- Ingredients
- Weight/Volume
- Instructions
- Serving Size
- Yield
- Cooking Temperature and Time
- Equipment
- Food Safety (HACCP) Guidelines
# Lasagna with Ground Beef

<table>
<thead>
<tr>
<th>Ingredients</th>
<th>50 Servings</th>
<th>100 Servings</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight/Measure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Raw ground beef (no more than 20% fat)</strong></td>
<td>3 lb 4 oz</td>
<td>6 lb 8 oz</td>
<td>1. Brown ground beef. Drain. Continue immediately. Add onions and granulated garlic. Cook for 5 minutes.</td>
</tr>
<tr>
<td>OR <strong>Fresh onions, chopped Dehydrated onions</strong></td>
<td>3 lb OR 9 oz</td>
<td>6 lb 1 qt ½ cup</td>
<td></td>
</tr>
<tr>
<td>Granulated garlic</td>
<td>2 Tbsp ¼ cup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground black or white pepper</td>
<td>1 tsp 2 tsp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dried parsley</td>
<td>¼ cup ½ cup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canned diced tomatoes, with juice</td>
<td>4 lb 4 oz (2%) No. 10 can</td>
<td>8 lb 8 oz (1 % No. 10 cans)</td>
<td>2. Add pepper, parsley, canned tomatoes, tomato paste, water, and seasonings. Heat to boiling, uncovered. Remove from heat.</td>
</tr>
<tr>
<td>Canned tomato paste</td>
<td>1 lb 12 oz (2%) No. 10 can</td>
<td>3 lb 8 oz (1 % No. 10 cans)</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>3 qt 1 gal 2 qt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>†Seasonings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dried basil</td>
<td>3 Tbsp ½ cup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dried oregano</td>
<td>3 Tbsp ½ cup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dried marjoram</td>
<td>1 Tbsp 2 Tbsp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dried thyme</td>
<td>1 tsp 2 tsp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enriched lasagna noodles, uncooked</td>
<td>2 lb 12 oz 56 each</td>
<td>5 lb 8 oz 112 each</td>
<td>3. Assemble ingredients as follows: In steamtable pans (12&quot; x 20&quot; x 2 ¼&quot;) which have been lightly coated with pan release spray. For 50 servings, use 2 pans. For 100 servings, use 4 pans. For each pan: 1st layer-1 qt ½ cup sauce 2nd layer-14 uncooked noodles lengthwise 3rd layer-1 qt ½ cup sauce 4th layer-6 ½ oz (1 ½ cups 1 Tbsp) cheese blend and 9 ½ oz (2 ½ cups 2 Tbsp) mozzarella cheese 5th layer-14 uncooked noodles crosswise 6th layer-1 qt ½ cup sauce 7th layer-6 ½ oz (1 ½ cups 1 Tbsp) process American cheese and 9 ½ oz (2 ½ cups 2 Tbsp) mozzarella cheese</td>
</tr>
</tbody>
</table>
## Lasagna with Ground Beef

**Meat/Meat Alternate-Vegetable-Grains/Breads**

### Ingredients

<table>
<thead>
<tr>
<th>Ingredients</th>
<th>50 Servings</th>
<th>100 Servings</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weights</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<tr>
<td>Ground black or white pepper</td>
<td>1 tsp</td>
<td>2 tsp</td>
<td></td>
</tr>
<tr>
<td>Dried parsley</td>
<td>¾ cup</td>
<td>½ cup</td>
<td></td>
</tr>
<tr>
<td>Canned diced tomatoes, with juice</td>
<td>4 lb 4 oz (¾ No. 10 can)</td>
<td>8 lb 8 oz (1 ½ No. 10 cans)</td>
<td></td>
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<td>1 gal 2 qt</td>
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</table>
## Ingredients:

- Clearly identify the products being used
- Be listed in order
- Identify the type of product (raw, dried, fresh, frozen, canned)
- Identify the preparation method (sliced, diced, quartered)
### Weight/Volume:
- Be listed for each ingredient
- Be in the easiest unit of measurement
- Use standard abbreviations
- Identify the exact quantity to be used

### Lasagna with Ground Beef

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<td>56 each</td>
<td>5 oz</td>
</tr>
</tbody>
</table>
Directions:
• Be specific
• Listed in order of preparation

Lasagna with Ground Beef

Meat/Meat Alternate-Vegetable-Grains/Breads

Main Dishes

Directions


2. Add pepper, parsley, canned tomatoes, tomato paste, water, and seasonings. Heat to boiling, uncovered. Remove from heat.

3. Assemble ingredients as follows: In steamtable pans (12" x 20" x 2 ¼") which have been lightly coated with pan release spray. For 50 servings, use 2 pans. For 100 servings, use 4 pans.

   For each pan:
   1st layer-1 qt ½ cup sauce
   2nd layer-14 uncooked noodles lengthwise
   3rd layer-1 qt ½ cup sauce
   4th layer-6 ¾ oz (1 ½ cups 1 Tbsp) cheese blend and 9 ¾ oz (2 ½ cups 2 Tbsp) mozzarella cheese
   5th layer-14 uncooked noodles crosswise
   6th layer-1 qt ½ cup sauce
   7th layer-6 ¾ oz (1 ½ cups 1 Tbsp) process American cheese and 9 ¾ oz (2 ½ cups 2 Tbsp) mozzarella cheese...
Lasagna with Ground Beef

Directions:
• Cooking time and temperature
• Food safety guidelines
## Lasagna with Ground Beef

### Meat/Meat Alternate-Vegetable-Grains/Breads

| Cheese blend of American and skim milk cheeses, shredded | 1 lb 9 oz | 1 qt 2 ½ cups | 3 lb 2 oz | 3 qt ½ cup |
| Lite mozzarella cheese, shredded | 2 lb 6 oz | 2 qt 1 ½ cups | 4 lb 12 oz | 1 gal 3 cups |

4. Tightly cover pans.

5. Bake:  
   Conventional oven: 350°F for 1 ¼ - 1 ½ hours  
   Convection oven: 325°F for 45 minutes  
   CCP: Heat to 165°F or higher for at least 15 seconds.


7. CCP: Hold for hot service at 135°F or higher.  
   Cut each pan 5 x 5 (25 pieces per pan).

### Comments:
*See Marketing Guide.*

†Italian Seasoning Mix (see G-01, Sauces, Gravies, and Seasoning Mixes) may be used to replace these ingredients. For 50 servings, use ¼ cup 3 Tbsp 1 tsp Italian Seasoning Mix. For 100 servings, use ¼ cup 2 Tbsp 2 tsp Italian Seasoning Mix.

### Serving Size and Meal Crediting Information

**SERVING:**

1 piece provides 2 oz equivalent meat/meat alternate, ¾ cup of vegetable, and ¾ serving of grains/breads.

**YIELD:**

<table>
<thead>
<tr>
<th>50 Servings</th>
<th>100 Servings</th>
</tr>
</thead>
<tbody>
<tr>
<td>about 22 lb 12 oz</td>
<td>about 45 lb 8 oz</td>
</tr>
</tbody>
</table>

**VOLUME:**

50 Servings: 2 steamtable pans  
100 Servings: 4 steamtable pans

Tested 2004
# Lasagna with Ground Beef

<table>
<thead>
<tr>
<th>Meat/Meat Alternate-Vegetable-Grains/Breads</th>
<th>Main Dishes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheese blend of American and skim milk cheeses, shredded</td>
<td>1 lb 9 oz</td>
</tr>
<tr>
<td>Lite mozzarella cheese, shredded</td>
<td>2 lb 6 oz</td>
</tr>
</tbody>
</table>

4. Tightly cover pans.

5. Bake:
   - Conventional oven: 350°F for 1 1/4 - 1 1/2 hours
   - Convection oven: 325°F for 45 minutes
   - CCP: Heat to 165°F or higher for at least 15 seconds.


7. CCP: Hold for hot service at 135°F or higher.
   - Cut each pan 5 x 5 (25 pieces per pan).

**Comments:**
*See Marketing Guide.*

Italian Seasoning Mix (see G-01, Sauces, Gravies, and Seasoning Mixes) may be used to replace these ingredients. For 50 servings, use 1/4 cup 3 Tbsp 1 tsp Italian Seasoning Mix. For 100 servings, use 1/4 cup 2 Tbsp 2 tsp Italian Seasoning Mix.

<table>
<thead>
<tr>
<th>SERVING:</th>
<th>YIELD:</th>
<th>VOLUME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 piece provides 2 oz equivalent meat/meat alternate, 1/2 cup of vegetable, and 1/4 serving of grains/breads.</td>
<td>50 Servings: about 22 lb 12 oz</td>
<td>50 Servings: 2 steamtable pans</td>
</tr>
<tr>
<td>50 Servings:</td>
<td>100 Servings: about 45 lb 8 oz</td>
<td>100 Servings: 4 steamtable pans</td>
</tr>
</tbody>
</table>

Tested 2004
Lasagna with Ground Beef

Beef

<table>
<thead>
<tr>
<th>Measure</th>
<th>Weight</th>
<th>Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>qt</td>
<td>6 lb</td>
<td>1 gal</td>
</tr>
<tr>
<td>½ cup</td>
<td>1 lb 2 oz</td>
<td>2 qt 1 cup</td>
</tr>
<tr>
<td>tbsp</td>
<td>¼ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>tsp</td>
<td>1 ½ cup</td>
<td>1 gal 2 qt</td>
</tr>
</tbody>
</table>


3. Tightly cover pans.

4. Bake:
   - Conventional oven: 350°F for 1 ¼ - 1 ½ hours
   - Convection oven: 325°F for 45 minutes

5. Remove pans from oven. Uncover. Let stand for 15 minutes before serving.

6. CCP: Hold for hot service at 135°F or higher. For 50 servings, use 2 steamtable pans. For 100 servings, use 4 steamtable pans.

VOLUME:

<table>
<thead>
<tr>
<th>50 Servings</th>
<th>100 Servings</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 lb 7 oz</td>
<td>6 lb 14 oz</td>
</tr>
</tbody>
</table>

Equipment: 2 steamtable pans for 50 servings, 4 steamtable pans for 100 servings.
Standardized Recipes

• Must be available for any recipe with more than one ingredient
  – Sun Butter and Jelly Sandwich
**000065 - Sun Butter + Jelly Sandwich**

**Recipe Master List**

**Source:**  
Number of Portions: 50  
Size of Portion: 1 sandwich

**Recipe HACCP Process:** #1 No Cook

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAD, WHEAT (INCL WHEAT BERRY)...</td>
<td>100 slice</td>
</tr>
<tr>
<td>Sun Butter</td>
<td>6 1/4 Cups</td>
</tr>
<tr>
<td>JAMS AND PRESERVES</td>
<td>6 1/4 CUP</td>
</tr>
</tbody>
</table>

1. On a clean dry surface, such as a parchment lined sheet pan, lay out 50 slices of bread. Using a #32 scoop or other measure, spread 2 Tablespoons Sun Butter on the bread.

2. Using another #32 scoop, or 2 Tablespoon measure, add 2 Tablespoons jam or jelly to top the Sun Butter. Place 2nd slice on each sandwich.

CCP: Hold for cold service at 41° F or lower.

**Tips for quantity production:**

* Frozen bread slices can be used, if sandwiches will not be served immediately. This will reduce the chance of the bread tearing as you spread the sun butter and jam.

* If saving the sandwiches for a few hours or more, spread sun butter thinly on each slice, with jam or jelly in the center. This will prevent the bread from becoming soggy from the jam or jelly.

---

**Nutrients are based upon 1 Portion Size (1 sandwich)**

<table>
<thead>
<tr>
<th>Nutrient</th>
<th>Quantity</th>
<th>% Daily Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories</td>
<td>442 kcal</td>
<td></td>
</tr>
<tr>
<td>Total Fat</td>
<td>17.03 g</td>
<td></td>
</tr>
<tr>
<td>Saturated Fat</td>
<td>2.35 g</td>
<td></td>
</tr>
<tr>
<td>Trans Fat</td>
<td>0.00 g</td>
<td></td>
</tr>
<tr>
<td>Protein</td>
<td>11.79 g</td>
<td></td>
</tr>
<tr>
<td>Cholesterol</td>
<td>0.00 mg</td>
<td></td>
</tr>
<tr>
<td>Sodium</td>
<td>313.82 mg</td>
<td></td>
</tr>
<tr>
<td>Vitamin A</td>
<td>0.40 RE</td>
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</tr>
<tr>
<td>Vitamin A</td>
<td>1.16 IU</td>
<td></td>
</tr>
<tr>
<td>Vitamin C</td>
<td>4.76 mg</td>
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<tr>
<td>Carbohydrate</td>
<td>63.73 g</td>
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<tr>
<td>Dietary Fiber</td>
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</tr>
<tr>
<td>Calcium</td>
<td><em>88.04</em> mg</td>
<td></td>
</tr>
<tr>
<td>Iron</td>
<td>3.59 mg</td>
<td></td>
</tr>
<tr>
<td>Water*</td>
<td><em>32.22</em> g</td>
<td></td>
</tr>
<tr>
<td>Ash*</td>
<td><em>1.36</em> g</td>
<td></td>
</tr>
<tr>
<td>Calories from Total Fat</td>
<td>34.66%</td>
<td></td>
</tr>
<tr>
<td>Calories from Sat Fat</td>
<td>4.77%</td>
<td></td>
</tr>
<tr>
<td>Calories from Trans Fat</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Calories from Carbohydrates</td>
<td>57.64%</td>
<td></td>
</tr>
<tr>
<td>Calories from Protein</td>
<td>10.66%</td>
<td></td>
</tr>
</tbody>
</table>

*N/A* - denotes a nutrient that is either missing or incomplete for an individual ingredient

* - denotes combined nutrient totals with either missing or incomplete nutrient data

' - denotes optional nutrient values
Standardized Recipes

• May create a recipe for multiple items from the same food component
  – Fresh Fruit Basket
  – Salad Bar recipe
  – Milk Recipe
Production Records
What Is A Production Record?

Daily Menu Production Record - Food Based Menu Planning

1. Breakfast
XX Lunch

2. Name of School/Site: Little School District
3. Date: Weather:
4. Write/Paste Menu Here:
   - Taco (Salsa)
   - Spanish Rice
   - Kale
   - Peaches

5. Planned # of Students to be Served:
   - K-5 Grade Group: 150
   - 6-8 Grade Group: 100
   - 9-12 Grade Group: 50

6. Actual # of Students Served:
   - K-5 Grade Group: 142
   - 6-8 Grade Group: 110
   - 9-12 Grade Group: 50

7. Planned # of Adults to be Served:
   - Adults: 19

8. Actual # of Adults Served:
   - Adults: 7

9. Planned Number of Milk by Type:
   - Non-Fat (W/O) 286
   - 1% (unflavored) 30

10. Food/Menu Items
11. Recipe/Product Reference #
12. Planned Portion Size (by grade groups)
   - K-5
   - 6-8
   - 9-12
   - 13 Modified Alternate
   - 14 Game/Breakfast
   - 15 Portion Size
   - 16 Planned Quantity of Food to be Used
   - 17 Planned Serving
   - 18 Planned Portion
   - 19 Actual Portion
   - 20 Actual Serving
   - 21 Cooked Temperature
   - 22 Start of Service Line Temperature
   - Time
   - Temp

Examples:
- K-5 Taco: 4021
- 6-8 Taco: 4022
- S-12 Taco: 4023
- Rice: 103
- Kale cooked: 933
- Peaches, canned: 584
- Salsa: 250

Signature of verifier: Ina Winner
Why Do You Need Production Records?

• A federal requirement 210.10 (a)(1)(ii)(3) for programs that participate in:
  – SBP
  – NSLP
  – ASP

• Documentation that the meal pattern requirements are met for each age/grade group

• Support the Claim for Reimbursement
A Useful Tool

1. Provide a written history for future reference
2. Inform you of how much food to prepare
3. Help you identify trends, what works and what doesn’t with your customers
# Production Record

## Date

### Preparation Site

<table>
<thead>
<tr>
<th>OFFER VS. SERVE?</th>
<th>YES or NO</th>
</tr>
</thead>
</table>

### Grades

<table>
<thead>
<tr>
<th>MENU ITEM AND CONDIMENTS</th>
<th>RECIPE OR PRODUCT NUMBER</th>
<th>SERVING SIZE/UTENSIL</th>
<th>AMOUNT TO PREPARE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Component Contributions</th>
<th>MEAL</th>
<th>TEMPERATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT MEALS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADULT MEALS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL MEALS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AMT PREPARED</th>
<th>AMT LEFT OVER</th>
<th>AMT SERVED</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
The Production Record

1. Site Information
   Date, Site Name, Grade Group, Meal, OvS

2. Planned Menu
   • All menu items including milk & condiments
   • Recipe or Product Name
   • Portion Size
   • How each item credits

3. Planned Number of Servings
   • Students and adults
### Production Records: Site Information

**Complete Prior to Meal Service:**
- Date of service
- Site name
- Offer Versus Serve
- Grades served
- Menu
- Breakfast/Lunch Meal
Production Records: Planned Menu

**Complete Prior to Meal Service:**

- ALL Entrees Choices
- Vegetables
- Fruits
- Milk Variety
- Condiments
Production Records: Recipe # or Name

Complete Prior to Meal Service:

- Recipe #
- Brand Name
- USDA food
### Production Records: Serving Size

#### Complete Prior to Meal Service:
- Milk, Fruits, Vegetables – *Cups*
- Single Items – *each, slice, sandwich*
- Condiments – *2 Tbsp, pc*
Complete Prior to Meal Service:

- Estimated total amount to prepare for meal service.
- Take Offer Versus Service into Consideration
Production Records: Component Contributions

Complete Prior to Meal Service:

- Document how each item offered contributes to the meal pattern requirements
- Document that daily contributions were met for all components
- *This is not the serving size!*
Production Records: Amount Prepared

**Complete Prior to Meal Service:**

Different from “Amount to Prepare” which is a projection.

Amount prepared is the amount that was actually prepared.

- 2 #10 Cans
- 5 Crates Milk
- 5 lb Bag
- 1 Gallon Ketchup
- 50 Sandwiches
The Production Record

4. Amount of food actually used

5. Leftovers
   • What was there fate?

6. Production Notes
   • Early Release Day – Snow
   • Field trip
   • Day before vacation
   • Flu

7. Kitchen Manager’s Signature
Production Records

Amount Leftover

- Record the amount of food leftover for each item.
  - ½ crate milk
  - ½ gallon Ketchup
  - 3 Sandwiches
### Production Records

**Amount Served**

- Record the actual amount of servings.
- Servings based on serving size/utensil size
- Best guess for milk, salad bar, condiments
**Production Records**

**Food Temperatures**

- Record temperatures both **before** & **during** meal service
- Taking temperatures required, can be recorded on the PR or on a separate log
## Meal Counts

- Record the number of student reimbursable meals
- Record the number of adult meals
Substitutions

Know your vegetable sub-groups to insure appropriate substitutions.

*Example*: Green Salad on menu, but romaine lettuce was out of inventory, replaced with broccoli. It’s *best practice to substitute within the same vegetable subgroup.*

<table>
<thead>
<tr>
<th>MENU ITEM</th>
<th>Recipe/Product Number</th>
<th>Portion Size</th>
<th>Total Portions Offered</th>
<th>Reimbursable Portions Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegetables</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrot Sticks (R/O)</td>
<td></td>
<td>½ c</td>
<td>75</td>
<td>62</td>
</tr>
<tr>
<td>Leafy Green Salad (Df. Grn)</td>
<td>4620</td>
<td>1½ c</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Broccoli (Dk. Grn) *Substitute</td>
<td>4726</td>
<td>½ c</td>
<td>75</td>
<td>26</td>
</tr>
</tbody>
</table>

*Comments*: Romaine lettuce delivery from Upstate Produce was of poor quality and refused.
Thank You!

Upcoming Webinars

Paid Lunch Equity Tool
May 22, 2018
1:30

End of Year Wrap-Up With Walter Beesley
June 12, 2018
1:30
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