

Instructions for Completing Production Records

I. PRIOR TO PREPERATION -

1. Fill in the "MENU" section of the production record.
2. Complete the "RECIPE #" section of the production record. Include source of Recipe, i.e. USDA or ADE, as well as number.
3. Complete "PORTION" section of production record. How should menu item be served? (Each / ½ cup / portion / piece, etc.)
4. Circle the day of the week.
5. Check the appropriate box indicating if the school has "OFFER VS SERVE" and "VARYING PORTIONS"
6. Identify the school by name.
NOTE: "# of ADULTS" and "# of STUDENTS" will be completed **AFTER** the meal is served.
7. Complete the "DATE" and the "GRADES" served.

Under the FOOD ITEM heading:

List each menu items under the appropriate meal components. List vegetables under the appropriate vegetable sub-group.

Example – Menu item: Spaghetti, list ground beef and cheese under "Meat/Meat Alternate", canned tomatoes and tomato paste under "Vegetable-red/orange", spaghetti under "Grain/Bread".

Column A: Number Planned For

For each FOOD ITEM indicate how many servings are planned. Combination items like spaghetti will have the same number planned in the Meat/Meat Alternate, Vegetable, and Grain/Bread.

NOTE: These numbers are not the same as Column F: Portions Prepared or the Total Number of Meals Served.

Column B: Contribution to Meal Pattern

For each FOOD ITEM indicate the MEAL PATTERN CONTRIBUTION (NOT the size of the serving).

Example: Ground beef and cheese combined in spaghetti dish may contribute 2 oz. toward the Meat/Meat Alternate requirement.

TEMP

Record the temperatures at the appropriate times during preparation, service, cooling and re-service.

Column C: Servings per Unit (FBG 3)

Look up the exact item used in the Food Buying Guide for Child Nutrition Programs (FBG).

Adjust the serving per purchase unit listed in Column 3 of the FBG to the serving size being served on this planned menu.

Example – Green Beans, canned, cut (FBG page 2-15) a #10 can provides 45.3 – ¼ cup heated drained vegetable servings. Each #10 can provides 22.6 – ½ cup servings. If the planned meal pattern contribution is ½ cup, 22.6 should be in Column C beside the green beans.

Column D: Amount for 100 (FBG 5)

Preferred: If using a standardized recipe, look for the Market Guide. Use the amount from the Market Guide whenever available.

Use the amount listed in the RECIPE for any USDA and ADE (or other recipe standardized for 100 servings.).

Alternate: If recipe does not have a Market Guide and has not been standardized for 100, use the data in FBG Column 5 adjusted for the meal pattern contribution planned. Be sure to use the correct form of the food item.

Column E: AMOUNT NEEDED TODAY - CALCULATED

Preferred Method to Calculate (use this method whenever using a recipe standardized for 100): Use the formula (A) / 100 X (D)

Example: for Green Beans, canned, cut Number Planned (A) = 350 Amount Needed for 100 (D) = 4.6 #10 cans from Recipe for ½ cup V/F meal pattern contribution.
 $350 / 100 = 3.5$ $3.5 \times 4.6 = 16.1$ $16.1 - \#10$ cans need for 350 – ½ cup servings

Alternate Method (This method can be used whenever a standardized recipe for 100 is not being used. CAUTION with combination menu items. Adjustments must be made or combination menu items will be overproduced.)

II. COMPLETED DURING PREPERATION

Column F: Actual Amount Used

Enter the amount of each contributing ingredient actually used in the recipe.

NOTE: This number does not always match the Amount Needed Today. The calculated "Amount Needed Today" may be 45.3 pounds, while actual amount used may be 45 or 50 pounds depending on the how the product comes packed.

III. COMPLETED IMMEDIATELY AFTER MEAL SERVICE AND BEFORE LEAVING CAMPUS

Column G: Portions Prepared - CALCULATED

This number is CALCULATED by multiplying (E) Actual Amount Used by (C) Servings per Unit (adjusted for planned contribution.)

NOTE: This number rarely matches the number planned or the number of meals served.

Column H: Portions Leftover – VISUAL ESTIMATE

This number is visually estimated.

Column I: Portions Served - CALCULATED

This number is CALCULATED using (F) Portion Prepared (calculated) – (G) Portions Leftover (estimated).

NOTE: This number does rarely matches the number of meals served or planned.

Comments

In this column record any comments related to the meals service such as what was done with leftovers, details influencing over or under production, etc.

#Adult Meals and # Student Meals

Record total number of adult / second meals and total number of student meals.