

Menu Production Records



The materials in this packet were developed with permission from the South Dakota Department of Education and Cultural Affairs Division of Education Services Menu Production Packet.

Menu Production Records

Performance Objectives

The participant will demonstrate an understanding of the Michigan Menu Production Record by completing assigned parts of the form.

For more information about production records, refer to: A Menu Planner for Healthy School Meals, USDA (FNS-303), 1998.

Introduction to Menu Production Records

The Menu Production Record is a tool that is used in every foodservice operation, including restaurants, commercial cafeterias, and institutional cafeterias. Its main purpose is to plan and control food production. A written production record provides a place for the manager to plan the amount of food that will be prepared and then record what was actually served. Adjustments can be made to the Menu Production Record during preparation and service in order to indicate any changes that may need to be made.

Since the Child Nutrition Programs receive reimbursement for lunches, breakfasts, and snacks that conform to the meal pattern, the School Food Authority must provide documentation to the state and federal government about the food and the amounts that were served. The Menu Production Record becomes the documentation of the amounts served. It is also the basic record that will be used by the state agency during a review to determine compliance with nutrient standards.

The Menu Production Record is also an excellent planning and forecasting tool that will help the foodservice manager to have a successful food service operation. Good Menu Production Records keep track of more than just food items and quantities prepared. They provide a written history of a food service that can be used to evaluate customer preferences and improve menu planning.



An Accurate Menu Production Record

Key Words

standardized recipes - purchase - prepare - staff - record - served
information - planning - communication - documentation

An Accurate Menu Production Record:

1. Is based on _____, _____, the *Food Buying Guide* and product descriptions.
2. Helps the manager plan amounts to _____.
3. Helps the manager plan amounts to _____.
4. Provides the manager a place to record information that communicates to the _____ the food items and amounts to prepare and serve.
5. Provides a space for staff to _____ information that the manager needs for future reference – such as actual quantities prepared, leftovers, participation.
6. Documents the foods and the amounts _____.
7. Provides _____ for future planning and nutrient analysis.
8. Serves as a _____ tool, a _____ tool, and a _____ record.

Michigan Menu Production Record

The Menu Production Records on the following pages have been designed for use by the schools in Michigan. These forms meet the requirements set forth by the United States Department of Agriculture and the Michigan Department of Education.

It is important that you learn to complete this form accurately. Follow along as your instructor explains the form.

Activity

Directions: Use the previous information and the blank Menu Production Record form to identify the section where the following information should be written. Write the correct answer in the blank provided.

- _____ 1. Adult Meals (actual served)
- _____ 2. Planned Servings
- _____ 3. Total Quantity and Specific Amounts Needed
- _____ 4. Daily Menu with Planned Serving Sizes
- _____ 5. Any Amounts Added to the Planned Quantity
- _____ 6. A la carte Items
- _____ 7. Actual Number of Meals Served by Age/Grade Group
- _____ 8. Seconds
- _____ 9. Leftovers
- _____ 10. Date
- _____ 11. School (school district and site name)



DAILY FOOD PRODUCTION RECORDS

Production records are documentation of the type and amount of food produced for reimbursable meals. They are also a planning tool. They provide a record that the meals served met federal Child Nutrition requirements.

Daily food production records should include the following:

- a) MENU ITEM – list food item(s) as it appears on the menu. One menu item may provide two meal components, for example, pizza.
- b) RECIPE NUMBER/CODE – the number of the standardized recipe used to produce the final product. USDA recipes are assigned numbers. Code is vendor code number.
- c) PORTION SIZE – the amount of each menu item to be served for a specific age/grade group. Example: 6 chicken nuggets, 2 oz. hamburger patty.
- d) NUMBER OF PORTIONS PLANNED.
- e) QUANTITY OF FOOD USED – the actual amount of food used in preparation given in units, such as pounds, #10 cans, dozens, pieces, etc.
- f) COOKING TIME/TEMP - record internal temperature of food item upon completion of reaching the required cooking temperature. Record time temperature of food item(s) is taken.
- g) CORRECTIVE ACTION CODE - if corrective action is necessary, list SOP letter based on NFSMI HACCP based SOPs. (Note corrective action taken on corrective action log, located in food safety plan manual at each prep. or serving site)
- h) SERVING TIME/TEMP – record internal temperature of food item(s) prior to serving. Record time temperature of food item(s) is taken.
- i) ACTUAL NUMBER OF PORTIONS PREPARED.
- j) ACTUAL NUMBER OF PORTIONS SERVED.
- k) LEFTOVERS – leftovers are counted after students have been served, but before food is thrown away. There should not be zero portions listed as left over for each item.

Other information that is often seen on production records that provides helpful information, but is not required:

LEFTOVER CODE – freezer, cooler, waste.

SUBSTITUTIONS – must indicate what foods were substituted for the planned food.

Comment space to note special conditions that may affect participation.

Examples: field trips, flu season, and bad weather.

Note: Central or base kitchens should keep records of the amount of food shipped to each satellite or receiving kitchen as well as total production for that site.

Menu Production Record as a Tool for Planning Food Preparation

Key Words

amounts - meal pattern - week - Offer Vs. Serve - use - communicate

1. Use past Menu Production Records to forecast the _____ to prepare for each menu item.
 - Plan amounts to prepare for each menu item for breakfast and lunch.
 - Look at previous production records to check the number of servings used of each menu item.
 - Make adjustments for any changes that will be needed for special events, such as field trips.
2. Make sure that all the components of the _____ are included in the menu.
 - Review the meal patterns for each lunch and breakfast
 - Check to make sure you have all the components and planned food items for each meal.
 - Check to make sure that the portion sizes are correct for the age/grade group you are serving.
3. Plan the required servings of bread for lunch for each _____.
 - Review the weekly bread requirements for the meal pattern.
 - Look at the Menu Production Record for a week.
 - Check to be sure that grains/bread servings are planned in the required amount for the menu item.
4. Make sure that the _____ provision will be used correctly.
 - Look at the Menu Production Record to make sure that you have offered all required components and items for lunch and breakfast.
 - Check to make sure that the serving sizes equal the minimum quantities required by age/grade group.
5. _____ the information from the planned Menu Production Record.
 - Review the completed menu plan to determine the amounts to purchase.
 - Determine what needs to be prepared and schedule food production tasks.
6. Use the Menu Production Record to _____ the manager's plans to the staff.
 - Keep the menu production record in a place that personnel have access to it.
 - Train staff to review the menu production record for information on what and how much to prepare.
 - Train other members of the staff to record information on the production record, such as servings added or left.

Menu Production Record as a Tool for Documenting Food Preparation

The information on the Menu Production Record lists menu items and amounts served. It gives information on the product and the recipe used. By listing the product code or recipe number, the manager does not have to list every item in the recipe. If additional information is needed during a school review, the product sheet or recipe can be reviewed.

The information on the Menu Production Record must be complete and accurate. It will be used:

- to determine if your school has met the meal pattern requirements, and
- to complete a nutrient analysis to determine if the meals you served meet the nutrition goals established by USDA.

All Menu Production Records must be kept for three years plus the current year. Production Records are important documentation records and should be placed in a safe place. At the end of the school year, follow your school's procedure for maintaining these records. If the record must be stored in a place, to which you do not have access, make notes of any information that will be helpful to you in planning meals for the next school year.



Do I Have What I Need?

Directions: Think about your own school situation and complete the information below.

1. Do you have recipes for all menu items that are prepared in your school?
2. Location where the recipes for your school are kept on file, so everyone has access to them.
3. Description of how your school recipes are numbered so they can be referenced on the Menu Production Record.
4. Location where product information records are maintained (examples: CN labels, production specification sheets, etc.).
5. Location where completed Menu Production Records are maintained for three years.

When to Complete the Menu Production Record

When do you think would be the ideal time to complete the following parts of the Menu Production Record? Write the number in pencil to the left of the tasks.

Time Line Key

- 1 - Before purchasing
- 2 - Before the day of production
- 3 - The day of production

Menu Production Record Tasks

- ___ a. Write or paste in the menu onto the Menu Production Record.
- ___ b. Forecast the number of servings needed for the menu using past Menu Production Records.
- ___ c. Determine the amounts to prepare.
- ___ d. Communicate the information to staff and make changes as needed.
- ___ e. Determine actual servings served.
- ___ f. Record information on food leftover.
- ___ g. Record participation information.

The Menu Production Record is an ongoing record that begins when the menu is received or planned and is completed at the end of the day of service. Completing the Menu Production Record is not a task that should be saved until the day of production or the day before production – or a week later!

To make the best use of the Menu Production Record, some parts of the production record should be completed in advance of the day of production, including such items as foods to be served, planned portion sizes, amounts to prepare, etc. Some parts can only be completed on the day of production, such as actual amounts served, leftovers, numbers served, etc.

Planning: When completing the planning parts of the Menu Production Record, complete five days at a time. This will help you make sure that you have included all the requirements for the week. It will also save time. Menu Production Records should be written in pencil. Plans change, and pencil can be erased.

Documenting: Each day after the meal service, make sure that the final parts of the Menu Production Record are completed.

Using a Completed Menu Production Record

Directions: Use the sample completed production record to locate the information below. Your instructor will assign you the lunch production record to use

Lunch

1. What is the recipe number for Spaghetti and Meat Sauce?
2. How is the crediting for grains/breads shown for Spaghetti and Meat Sauce?
3. How is the crediting information for fruits/vegetables shown for the Spaghetti and Meat Sauce?
4. What products make up the fruits/vegetables component for recipe #D-35 (Spaghetti and Meat Sauce)?
5. How many pieces of chocolate cake were actually served?
6. What was the crediting for meat/meat alternate in the Spaghetti and Meat Sauce?
7. The following is shown in the grains/breads information: D-35 G/B. What is this product?
8. What product will be used for breadsticks?
9. What are the serving sizes for peaches?
10. What are the age/grade groups served for lunch?

DAILY FOOD PRODUCTION RECORD - Traditional											STUDENTS	275
DATE: 8/28/08		NAME OF MONITOR: Sam Adams									ADULTS	15
SPONSOR/BUILDING/SCHOOL NAME: Earnest Hemmingway School							Offer vs. Serve Implemented?				EMPLOYEES	10
							<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				TOTAL	300
(A) MENU		(B) RECIPE # OR CODE	(C) PORTION SIZE	(D) # PORTIONS PLANNED	(E) LBS, CANS, OR CASES USED	(F) COOKING TIME / TEMP	(G) CORRECTIVE ACTION CODE	(H) SERVING TIME / TEMP	(G) CORRECTIVE ACTION CODE	(I) # OF PORTIONS PREPARED	(J) # OF PORTIONS SERVED	(K) LEFTOVER & CODE (Freezer C-Cooler W-Waste)
<input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch		<input type="checkbox"/> Dinner <input type="checkbox"/> Snack										
Meat / Meat Alternate												
Spaghetti w/Meat Sauce (2 oz. M/MA)		#D-35	1 C	330	100 x 3.5	165 F		160 F	*	330	330	0
Vegetables / Fruits (2 or more)												
Green Beans, Cut		N/A	1/2 C	160	7 No. 10 cans	160 F		150 F	*	160	140	.5 #10 Can W
Lettuce, Fresh		N/A	1/2 C	245	17 lb. lettuce	40 F		40 F	*	245	245	- 2 Cups
Peaches, Sliced (Lt. Syrup)		N/A	1/4 C	120	3.5 No. 10 cans	40 F		40 F	*	120	110	.5 #10 Can W
(Tomato Paste/Tomatoes #D35, 3/8 C)					1-3/4 NO. 10 tomato paste							
Grains / Breads												
(Spaghetti Noodles #D-35, 1 grain)					100 x 3.5							
Breadstick		1	1 oz	320	Baker Boy #1234	Golden Brown				320	320	0
Milk (8oz)												
Chocolate Skim		N/A	1/2 pint	245		40 F		40 F	*	245	243	-2
White 1%		N/A	1/2 pint	15		42 F		40 F	*	15	14	-1
Condiments / Other Foods												
Low Fat Ranch Dressing		N/A	2 T	245	2 gallons	40 F		40 F	*	245		0
Chocoleana Cake		#C-31	1 each	300	100 x 3	N/A			*	300	300	0

Check Your Knowledge of Menu Production Records

Directions: Complete the blank Menu Production Record using the information indicated below. This practice is based on the Enhanced Menu Option.

Hamburger Pattie (2 oz SR-M/MA #6)

- Serving Size: One hamburger per serving for each grade group including a la carte and adults
- Planned Servings: 90 (K-6); 85 (7-12); 25 seconds at no charge (7-12 only); 25 (a la carte, adults)
- Calculate the total number of planned servings.
- Total Quantity Planned: Harkers Pre-cooked Patties #1234, 50 - 2 oz patties/case; 4-1/2 cases or 225 patties were planned
- Quantity Leftover: 2 patties leftover

Hamburger Bun (2 G/B)

- Serving Size: 1 - 2 oz bun per serving for each grade group including seconds, a la carte and adults
- Planned Servings: 90 (K-6); 85 (7-12); 25 seconds at no charge (7-12 only); 25 (a la carte, adults)
- Calculate the total number of planned servings.
- Total Quantity Planned: 225 Buns (18.75 doz)
- Quantity Leftover: 2 Buns

French Fries

- Serving Size: 1/2 cup serving for each grade group including a la carte and adults
- Planned Servings: 90 (K-6); 85 (7-12); 0 seconds; 25 (a la carte, adults)
- Calculate the total number of planned servings.
- Total Quantity Planned: 25# commodity
- Quantity Leftover: None

Fresh Apple

- Serving Size: 1/2 apple per serving for each grade group including a la carte and adults
- Planned Servings; 60 (K-6); 50 (7-12), 0 seconds; 10 (a la carte, adults)
- Calculate the total number of planned servings.
- Total Quantity Planned; 60 Apples (125 count)
- Quantity Leftover: 5 cut halves

Choice of Milks

- Serving Size: 1/2 pint for all participants including a la carte and adults
- Planned Servings: Chocolate Skim: 80 (K-6); 75 (7-12); 5 seconds at no charge (K-6) 10 seconds at no charge (7-12); 10 (a la carte, adults)
- Calculate the total number of planned servings for Chocolate Skim.
- Total Quantity Planned for Chocolate Skim: 180 – 1/2 pints
- Quantity Leftover: 5 Chocolate Skim Milks
- Planned Servings: 1% Milk: 10 (K-6); 10 (7-12); 0 seconds: 15 (a la carte, adults)
- Calculate the total number of planned servings for 1% white milk.
- Total Quantity Planned for 1% White Milk: 35 – 1/2 pints
- Quantity Leftover: 3 - 1% White Milks

Condiments: ketchup, mustard, mayonnaise

- Serving Size: Ketchup 2 T, Mustard 1 tsp, Mayo 1 tsp
- Planned Servings (Ketchup): 90 (K-6); 85 (7-12); 0 seconds; 25 (a la carte, adults)
- Planned Servings (Mustard): 45 (K-6); 50 (7-12); 0 seconds; 10 (a la carte, adults)
- Planned Servings (Mayo): 25 (k-6); 30 (7-12); 0 seconds; 10 (a la carte, adults)
- Calculate the total number of planned servings for Ketchup, Mustard, and Mayo.
- Total Quantities Planned: 2 - #10 cans Ketchup, 2-1/2 cups Mustard, 1-1/2 cups Mayo
- Quantities Leftover: 0 Ketchup, -1/4 cup Mustard, -1/4 cup Mayo

MENU PRODUCTION RECORD ANSWER SHEET

An Accurate Menu Production Record

1. standardized recipes
2. purchase
3. prepare
4. staff
5. record
6. served
7. information
8. planning, communication, documentation

Activity

1. Top right section
2. (D)
3. (E)
4. (A), (C)
5. (I)
6. Top right section. A column or row may need to be added for A la Carte. Some schools use a separate production record for a la carte items.
7. Top right section. Some schools use a separate production record for different age/grade groups.
8. (D), (H) This item is included in the number of portions planned and served. Seconds cannot be claimed as a reimbursable meal. Some schools insert a different column for seconds.
9. (K)
10. Top left section
11. Top left section

Menu Production Record as a Tool for Planning Food Preparation

1. amounts
2. meal pattern
3. week
4. offer vs. serve
5. Use
6. communicate

Do I Have What I Need? Answers will be different for each school.

When to Complete the Menu Production Record

There is no "correct" answer for each item but completing items a, b, and c before the day of production allows a manager to use the record as a production planning tool.

Using a Completed Menu Production Record

1. D-35
2. D-35, 1 Grain/Bread
3. D-35; 3/8 cup F/V
4. tomato paste and canned tomatoes
5. 300
6. D-35; 2 oz Meat/Meat Alternate
7. spaghetti noodles
8. Baker Boy #1234
9. 1/4 cup
10. not indicated on this production record