

1 hour Professional Standards Training

Production Records



Your Production Records

- Provides a daily written history of the food planned, prepared and served
- Documents compliance with meal pattern requirements
- Completed daily for all buildings
- Reflect distinct age/grade groups, even if they are in one building
- Example
 - High School is grades 6-12, production records must separate information for grades 6-8 and 9-12 to show different menu plans
- Required by Regulation for Breakfast, Lunch & Snack





Advantages of Production Records

- An excellent *planning & forecasting* tool that will help the food service manager to have a successful food service operation
- Provides a written history that can be used to *evaluate customer preference* & *improve* menu planning
 - Minimizes overproduction and food waste
 - Improves participation
- Provides a daily written history of the food planned, prepared & served
- Can add comments to document changes

PRODUCTION RECORD

Age/Grade Group: _____

Breakfast: <u>Lunch</u>: <u>Snacl</u> Total Reimbursable Meals:

Production Record Word Template

					Non-			
-	Recipe	Portion	Total	Reimbursable	Reimbursable			
M	Number	Size	Portions Offered	Portions Served	Portions (adult,	Leftovers	TIME & TE	
					A la Carte,			
					second meals)			

Required Elements: Food Items

- All food items on the reimbursable menu
 - Includes ALL offered components • Meat/Meat alternate, Grain, Fruit, Vegetables, Milk
 - *Missing a component may result in fiscal sanctions
 - Includes ALL daily menu options • Ex. Salad meal, deli meal, PBJ sandwich
 - Includes condiments & toppings







Required Elements: Quantity Prepared

- Quantity Prepared for each food item
 - Instead of "1#10 can" prepared, use "20 - ½ c" portions
 - Important for proper entrée forecasting
 - avoids over/under production
 - Distinguish between student likes/dislikes



Required Elements: Portion Size

- Portion Size
 - Amount of the item that is available to each student
 - Must be listed for ALL menu items
 - Be sure to use volume measurements
 - ¹/₂ cup carrots vs. 4 oz. carrots
- Total Portions Offered
 - Amount of each item expected to be served







Portion Size Weight vs. Volume

- Best practice to follow the Food Based menu plan
 - Cups for fruit and vegetables, ounces for grains and M/MA
- French Fries or Potato Puffs
 - Weight: 4 oz. = 252 calories
 - Volume: ½ cup = 142 calories
- Peaches, canned
 - Weight: 6 oz. = 92 calories
 - Volume: ³/₄ cup = 102 calories
- Cheese, grated:
 - Weight: 2 oz. = 212 calories
 - Volume: ¼ cup = 84 calories

Production records must accurately reflect your meal service.

Required Elements: Reimbursable Portions Served

- Reimbursable Portions Served
 - Number of portions of each food item that is actually served in a reimbursable meal

- A la carte/non reimbursable portions served
 - Adult meals, second meals, snacks
- Leftovers
 - Helps with forecasting
 - Prevents overproduction







Elements:

Date (required)

• Important to distinguish when foods are actually served.

Recipe Number (optional)

 Reference between production record and standardized recipe

Required Elements: Comments and Notes Section

This is a mechanism to communicate any changes in meal service.

- Factors affecting meal counts
 - Class trips, weather, illness
- Helpful for forecasting
- Communication tool



Condiments & Toppings

Condiments & Toppings <u>must</u> be included as they contribute to nutrient specifications

- P.C. Packets/Pre-portioning
 - Track the number served as part of the reimbursable meal
- Self-Serve
 - Track the total amount of the item used & determine how many students consume based on the average portion size

When to complete Production Records

Complete before meal service:

- o School / Site Name
- o Date/ Day
- o Age / Grade Group
- Service (Breakfast / Lunch / Snack)
- o Menu Item
- o Recipe Name
- o Portion Size
- Total Portions Offered (#)





After Meal Service:

- o Reimbursable Portions
- **ONON-Reimbursable Portions**
- Leftovers
- o Time / Temperature (Optional)
- o Comments / Notes

Substitutions

- Vegetable sub-groups
 - Ensures appropriate substitutions
 - Substitute within the same vegetable subgroup Example: Romaine Salad replaced with broccoli



MENU ITEM	Recipe/Product Number	-		Reimbursable Portions Served			
Vegetables							
Carrot Sticks (R/O)		½ c	75	62			
Leafy Green Salad (Df. Grn)	4620	1½с					
Broccoli (Dk. <u>Grn.</u>) *Substitute	4726	½ C	7 <i>5</i>	26			
Comments: Romaine lettuce delivery from Upstate Produce was of poor quality and refused.							



Common Errors



- Missing/ Incomplete production records
- Not separating age/grade groups
- Portion sizes

- Listing "vegetable"
- Incorrect vegetable subgroup substitutions
- Weight vs volume

Example of Properly Completed Production Record



School/Site Name: Anywhere	CSD. Anywh	ere HS				Total Reimb	oursable N	Meals: 100
MENU ITEM	Recipe Number	Portion Size	Total Portions Offered	Reimbursable Portions Served	Non- Reimbursable Portions (adult, A la Carte, second meals)	Leftovers		
WW Cheese Pizza	10	1 slice	100	70	5	25	10:50	140
Carrot Sticks	25	½ cup	100	80	10	10		
Fruit Cup	3	1 cup	132	60	60	12	10:50	41
Tossed Salad	32	1 ½ cup	160	70	70	20		
WW Peanut Butter and Jelly	19	1 each	10	5	5	0		
Chef Salad Meal	12	1 ½ cup	23	10	10	3	10:50	39
Dressing Variety	7	1 PC	183	93	80	10		
Turkey Sandwich WW	47	1 each	32	15	15	2	10:50	40
Mayonnaise		1 PC	32	15	15	2		
Milk 1 % Unflavored		8 fl. oz.	10	10	0	0	10:45	38
Milk Chocolate Fat Free		8 fl. oz.	80	50	10	20	10:45	38
Milk Fat Free Unflavored		8 fl. oz.	10	10	0	0	10:45	38

Comments:

Example of Poorly Completed Production Record



AND THE OWNER)					Ϋ́ν.
1	98418-		Comr	PRODUCTION RECOR				.×9	
	MENU ITEM	Est Count	Recipe	QUANTITY PLANNED	TEMP	Portion Size	Portions Left	#Student Servings	Ala Carte
182	Taco-Meat 515			3.1 oz = 2 m & 1/8 veg) 56∰		2.5 oz = 1.5 m	815	696	64
1	Crunchy			32 PKg. USela	6PK	2-			
	Wrap			14dig USDEL	42.0X	251		-	
	Egg Salad/Roll 30	21	S	SH .	· • •	5	ks	19	
	Brown Rice 40#			6-4" Pans		1/2 cup			
8	Lettuce			4 balas		1/8 cup			
	Tomato			13 case		1/8 cup			
	Cheese			25#		1/2 oz			
	Salsa			Brans		1/8 cup			
	Sour cream			15年					
	Refried Beans			2 cans		1/2 cup			
	Fruit Sherbert			80005=768 (Told				
	Fruit Danauzo			Scans		1/2 cup			
	pintapper/onarges			4 a cans					
Sa	CHEF SALAD	17-20	CS S	20 50			4	10	
0								.84	a



Record Keeping

Production Records must be retained for 3 years plus the current year.



This concludes Production Records

New York State Education Department

- Child Nutrition Program Administration
- (518)473-8781
- CN@nysed.gov