Keys to Excellence: Kitchen Records

Food and Nutrition Services

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Objectives

Records provide a valuable written history for future reference and demonstrate that your meals comply with nutrition regulations.

- Identify the key requirements of a menu.
- Develop or revise standardized recipes to include essential information, determine what a portion contributes to the meal pattern including vegetable subgroups.
- Identify important and required aspects and benefits of a production record.

Objectives

- Use Child Nutrition (CN) Labeling to demonstrate how a product contributes to the meal pattern requirement.
- Identify “Whole” grains.
- Improve food safety by strengthening temperature records and food safety plan.
- Have records prepared for an administrative review.
Everything starts with the menu. The menu dictates much about how your operation will be organized and managed, the extent to which it meet its goals.

- Attractive, colorful, and logical
- Use icons and pictures to symbolize whole grain-rich and low sodium items.
- Indicate full, free and reduced meal prices.

Make sure parents and students are aware of the new USDA guidelines.

Specify the meal components offered each day including fruit and milk choices.

Educate
Offer vs serve
Include items offered daily
Program materials including menus must have the appropriate non-discrimination statement.

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If the material is too small to contain the full statement, the material at minimum must include the following statement:

- "This institution is an equal opportunity provider and employer.

Benefits of a standardized recipe
- Consistent food quality
- Predictable yield
- Customer satisfaction
- Consistent nutrient content
- Food cost control
- Efficient purchasing procedures
- Inventory control
- Labor cost control
- Reduced record keeping

The United States Department of Agriculture (USDA) defines a standardized recipe as one that “has been tried, adapted, and retried several times for use by a given foodservice operation and has been found to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients.”
1. Recipe title
2. Recipe category
3. Ingredients
4. Weight/volume for each ingredient
5. Preparation instructions (directions)
6. Cooking temperature and time, if appropriate
7. Serving size
8. Recipe yield
9. Equipment and utensils to be used
10. Food safety guidelines/HACCP plan
The Menu Production Record is a valuable tool in the menu planning process. It serves the dual purpose of demonstrating compliance with program requirements and communicating the menu to staff.

Production records also provide:

- Staff direction and communication
- Forecasting
- Support claim for meals
- Ability to track items for nutrient analysis

The menu production record is the perfect tool for tracking student acceptance of a recipe.

***Keep for 3 years plus current year***

Required Contents:

1. Food Components
2. Recipe or product used
3. Planned number of servings (student & adult)
4. Serving Sizes
5. Total amount of food prepared
6. Actual number of reimbursable meals
7. Number of non-reimbursable meals (adult & a la carte)
8. Leftovers and Substitutions

Temperatures may be also included (Optional)
Be sure to:

- Record Fruit (F), Vegetable (V) and Milk in **CUP** size
- Record Meat/Meat Alternate (M/MA) and Grain in **OUNCE/oz. eq.**

### Weight vs. Volume

- **8 oz. lettuce** = **½ cup lettuce**
- **1 cup leafy green vegetable = ½ cup of vegetable**

### Whole Fruit

Most whole fruit contains **½ cup of creditable fruit**.

- Whole apple (125-138 count) = **½ cup fruit**
- Whole pear (150 count) = **½ cup fruit**
- Banana (150 count) = **3/8 cup fruit**
- Orange (138 count) = **½ cup fruit**
Food Buying Guide

- Common can sizes
- Utensil sizes and capacities
- Purchasing guidelines
- Updated F/V section
- Updated M/MA section
- Updated Milk section


Production Record

Activity

- Let’s look at this production record together….
- You tell me what should be changed
- A blank template of the production records can be found on DESE Food and Nutrition web site.

Production Records
Corrections

1. Indicate how each item contributes to the ounce (oz) equivalent requirements
   - Grilled Cheese contributes towards 2 oz M/MA
2. Record leftovers and substitutions
3. Record Vegetable subgroups and Fruit/juice in cup size
4. Refer to the Food Buying Guide for sizes of whole fruit for quantity contribution
   - Whole apple (125-138 count) = ½ cup fruit
5. Indicate whole grain-rich and oz equivalent
6. Identify recipes and product brands and codes

Production Record

Child Nutrition Labels (CN)

Provide information regarding the contribution of food products to the components of the new meal pattern menu planning requirements.
The CN labeling Program is run by the FNS of the U.S. Department of Agriculture in cooperation with Food Safety and Inspection Service, Agriculture Marketing Service and National Marine Fisheries Service.

- Provides warranty for products against audit claims if used correctly.
- Clearly identifies the contribution of a product toward the meal pattern requirements.
- Main dish products that contribute a minimum of 0.5 ounces equivalent meat/meat alternate component.
  - Beef patties, cheese or meat pizzas, burritos, egg rolls, chicken patties and breaded fish portions
- Juice drink and juice drink products which contain at least 50 percent full-strength juice by volume.

General Guidance for Reviewing Product Formulation Statements

- Review product formulation statements prior to purchasing processed products.
- Provides specific information about the product and shows how the credit is obtained citing CN Program resources and/or regulations.
- Verify that the credit a product contributes to meal pattern requirements is not greater than the serving size of the product. i.e., a 2.20 oz beef patty may not credit for more than 2.00 oz M/MA.

It is the program operator’s responsibility to request and verify that the supporting documentation is accurate.
The words “whole grain” on the package does not necessarily mean the product contains 100 percent whole grains.

- If the first ingredient listed contains the word “whole” (such as “whole wheat flour” or “whole oats”), it is likely—but not guaranteed—that the product is predominantly whole grain.
- If there are two grain ingredients and only the second ingredient listed is a whole grain, the product may contain as little as 1% or as much as 49% whole grain.
- If there are several grain ingredients i.e., a “multigrain bread” may contain 30% refined flour and 70% whole grain. But the whole grains are split between several different grains, and each whole grain may comprise less than 30% of the total.
Determining Whole Grains

- Whole Wheat
- Whole Grain
- Whole White Corn
- Rolled Oats
- Wild Rice
- Brown Rice
- Whole Corn
- Whole White Wheat
- Buckwheat
- Bulgur
- Quinoa

Ingredient list tell the whole story

Ingredients: whole grain wheat flour, sugar, soybean oil, cornstarch, malt syrup (from corn and barley), salt, invert sugar, leavening (calcium phosphate and/or baking soda), vegetable color (annatto extract, turmeric oleoresin).

The following are not whole grains:

- Flour
- All-purpose flour
- Enriched unbleached flour
- Self-rising wheat flour
- Semolina

- White flour
- Wheat flour
- Enriched flour
- Corn grits
- Rice flour
- Couscous

School year 2014-2015

- All grains offered must be whole grain-rich.
- Whole grain-rich refers to products which contain at least 50 percent whole grains and the remainder of the grains can be enriched.
- 100% whole grain products are not required.
Memo SP-30 2012 Grain Requirements

Exhibit A
Ounce Equivalents = oz. eq.

Look at Group B How much does 1 oz. eq. weigh?

Look at Group C How much does 1 oz. eq. weigh?

“Whole” grain label savvy

<table>
<thead>
<tr>
<th>Product</th>
<th>Primary serving size</th>
<th>Primary or first ingredient listed</th>
<th>Is the primary ingredient a whole grain?</th>
<th>Does the product meet whole grain-rich criteria?</th>
<th>Does the manufacturer have whole grain-rich criteria?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Whole Wheat Bread</td>
<td>28 g</td>
<td>Yeast, wheat flour</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>2. Whole Grain Chips</td>
<td>25 g</td>
<td>Yeast, corn</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>3. Seven Grain Bread</td>
<td>41 g</td>
<td>Enriched wheat flour</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>4. Pizza with Whole Grain Crust</td>
<td>4.8 g</td>
<td>White flour</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>5. Corn Flakes</td>
<td>30 g</td>
<td>Organic corn meal</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>6. Honey Graham Crackers</td>
<td>14 g</td>
<td>Enriched flour</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>7. Whole Grain Pasta</td>
<td>2 oz</td>
<td>Semolina</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>8. Whole Grain Crackers</td>
<td>31 g</td>
<td>Enriched four</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

“Whole” grain label savvy activity

Temperature Records/Food Safety

Procedures designed to ensure the safe production and services of food.
Sometimes a simple mistake can have grave consequences. What may seem like a small food safety mistake can cause serious illness with long-term consequences.

- Ensure cooked foods reach a safe minimum internal temperature.
- Minimum temperatures and holding times
- Check food temperature in several places, especially in the thickest parts.

***FNS requires each school in the LEA to maintain temperature logs for a period of six months.***

**Safe Internal Cooking Temperatures**

- Poultry (Dark Meat)-180°
- Poultry (Light Meat)-170°
- Ground Poultry-165°
- Ground Beef and Fresh Pork (All Types)-160°
- Beef, Veal, and Lamb Roasts, Steaks, and Chops (Med Rare)-145°
• Develop Standard Operating Procedures (SOPs)
  - SOPs are step-by-step written instructions for routine food service tasks that affect the safety of food (nonspecific hazards), such as proper dishwashing procedures, or for tasks that are a part of the HACCP-based plan (specific hazards), such as proper cooking procedures.
• A school food safety program should control both specific and nonspecific hazards and consist of SOPs and a written plan for applying the basic HACCP principles.
• Food safety plans tailored specifically for each school foodservice site
  - Types of facilities in your LEA
  - Existing SOPs
  - Number and type of employees at each site
  - Types of equipment
  - Processes for food preparation


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Performance Standard 2

• Nutrition Quality and Meal Pattern
  - Supporting documentation
    - Menus, production records, and related materials (e.g., CN Labels, standardized recipes)
  - Records include all information necessary to support the claiming of reimbursable meals and any additional requirements
  - Offer vs Serve

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Administrative Review

Performance Standard 2

General Areas

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Records include all information necessary to support the claiming of reimbursable meals and any additional requirements.
General Areas

- Civil Rights
  - Non-discrimination statement and procedures for accommodating students with special dietary needs
  - “And Justice for All” poster
- Free potable water
- Food Safety
  - Temperature records
  - Inspections
  - Food safety plan

Administrative Review

QUESTIONS

Contact Me

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