

## Food Production Records – What & Where?

### **Lesson Description:**

This lesson explains the importance of using food production records for menu planning. The activity is used to introduce the required information on a food production record. The lesson is designed for managers to teach school nutrition assistants/technicians.

### **Lesson Objectives:**

At the end of this lesson, the participant will be able to:

1. Review what information is required on a food production record.
2. Discuss where to find the needed information on a completed food production record.

### **STEP 1 – Food Production Records – What is the Purpose?**

All schools participating in the school meals programs must keep **food production records** for the meals they produce. These records must demonstrate how the meals contribute to the required food components, food items, or menu items for each day of operation. In addition, these records must provide sufficient documentation to determine how the school meals contribute to meeting the age/grade appropriate nutrient standard over the school week.

We use production records in our school nutrition program as a guide to tell us what recipes and foods to use to produce our menus. They show us what portion sizes to serve and give us a place to record important information such as actual quantities prepared and numbers of customers served.

The information on the daily food production record can also help our state agency reviewers know if:

1. The meal met meal pattern requirements.
2. The meal, when averaged over a five-day period of time, met nutrient standards.
3. Meals that are served and claimed for federal reimbursement meet all requirements.

We can also use the information we record on the food production record when forecasting the amounts of food we need the next time the menu is served. By basing food production on the information from past food production records, predicting the amount of food to prepare becomes easier and more accurate, reducing shortages and waste.

Food production records are structured so that there is a specific place for each piece of information. It is important to remember that all of the required information must be in the specific columns in order for the production record to be complete and useful.

**STEP 2 – Food Production Record Review (Use the one below and compare to one of your own)**

**Food-Based Production Record  
(Traditional or Enhanced)**

**Site** Summitville Elementary  
**Meal Date** May 14

\*Portion Size: Must be same as planned. Use separate line if adjusted for age.  
\*\*Amount of Food Used: Based on USDA Food Buying Guide or USDA recipe.

Menu	
Salisbury Steak & WW Roll -or- Chicken Nuggets, BBQ Sauce	2 oz M/MA 1 serv G/B
Baked Potato -or- Fresh Veggies Lowfat Ranch Dressing	3/8 c VEG
Cherry Cobbler	½ c FRUIT ½ serv G/B
Milk, Variety	8 oz FL MK

Food Item Used and Form	Recipe or Product (name or #)	Person Responsible	Grade Group	Portion Size* (#/wt./qty.)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (lb. or qty.)	Student Servings	A La Carte Servings	Adult Servings	Leftovers
								Actual			
<b>Meat/Meat Alternate</b> Salisbury Steak Chicken Nuggets	D-23 Brand X	Sue Yolanda	K-6	1 each 5 ea/4 oz	200 300	220 305	220 serv 76-¼ lb	195 290		10 5	15 serv 2.5 lb
<b>Vegetable/Fruit</b> Baked potato, 5 oz, 1/25 Carrot sticks, pre-cut Broccoli flowers, pre-cut Tomatoes, cherry, fresh  Cherry Cobbler	     C6	     Akiko		1 each 1/8 c 1/8 c 1/8 c  25 serv/pan 1 square	300 250 250 250  500	300 250 250 250  500	300 each 12.5 lb 13 lb 11 lb  20 pans	250 235 235 235  485		10 5 5 5  15	40 each ½ lb ½ lb ½ lb  -
<b>Grains/Breads</b> Whole-Wheat Roll	Brand X	Yolanda		1 each	200	220	12 lb 6 oz	195		10	15 each
<b>Other:</b> BBQ Sauce Lowfat Ranch Dressing	Brand Z Brand Q	Akiko Akiko		portion pack/1 ea portion pack/1 ea	300 300	305 350	305 each 350 each	290 300		5 10	10 each 40 each

U. S. Department of Agriculture, Food Nutrition Service. (2008). *A menu planner for healthy school meals...to help you plan, prepare, serve, and market appealing meals* (p.199). Retrieved September, 24, 2008, from [http://www.fns.usda.gov/tn/Resources/menuplanner\\_chapter7.pdf](http://www.fns.usda.gov/tn/Resources/menuplanner_chapter7.pdf)

**STEP 3 – What and Where??**

Use the **Production Record for Food-Based Menu Planning in Step 2** to complete the exercise below.

Regardless of the type of menu planning option chosen, all food production records must include the following information.

- The left column (What) is the required information on a food production record.
- Identify the appropriate column heading (Where) the information required is located on the Food Production Record and fill in the space.
- What information is required to make a food production record complete?
- Where should specific information be recorded?

<p align="center"><b>What</b> Information Required on Food Production Records</p>	<p align="center"><b>Where</b> Column Heading Where Information is Located</p>
Planned number of meals by age or grade group for students.	
Number of adult/other meals planned; planned number of portions (servings) of each menu or food item to be served; include planned a la carte sales in the planned portions.	
All planned menu items, including all choices, types of milk, desserts, and substitutions; all condiments served as part of the reimbursable meal, including gravy, butter, margarine, mayonnaise, relish, ketchup, mustard, and salad dressing.	
Serving or portion sizes of each planned menu item or condiment for each age or grade grouping; if menus are planned for more than one age or grade group at one school building, clearly indicate portion differences on food production records.	
Total amount of food actually prepared for each food item or menu item.	
Amount of leftovers for each menu item.	
Actual number of reimbursable meals served. Indicate this information for each age or grade group.	
Actual number of non-reimbursable meals (adult meals, second meals served to students)	

**STEP 4 – Discussion**

- **What can we do as “A Team” to be sure that Production Records are properly completed?**

**ANSWERS – What and Where??**

<p align="center"><b>What Information Required on Food Production Records</b></p>	<p align="center"><b>Where Column Heading Where Information is Located</b></p>
<p>Planned number of meals by age or grade group for students.</p>	<p><i>Student Projected Servings</i></p>
<p>Number of adult/other meals planned; planned number of portions (servings) of each menu or food item to be served; include planned a la carte sales in the planned portions.</p>	<p><i>Total Projected Servings-student projected servings plus adult/other meals</i></p>
<p>All planned menu items, including all choices, types of milk, desserts, and substitutions; all condiments served as part of the reimbursable meal, including gravy, butter, margarine, mayonnaise, relish, ketchup, mustard, and salad dressing.</p>	<p><i>Food Item Used and Form Used (i.e. lb or qty)</i></p>
<p>Serving or portion sizes of each planned menu item or condiment for each age or grade grouping; if menus are planned for more than one age or grade group at one school building, clearly indicate portion differences on food production records.</p>	<p><i>Portion Size</i></p>
<p>Total amount of food actually prepared for each food item or menu item.</p>	<p><i>Amount of Food Used</i></p>
<p>Amount of leftovers for each menu item.</p>	<p><i>Leftovers</i></p>
<p>Actual number of reimbursable meals served. Indicate this information for each age or grade group.</p>	<p><i>Student Servings</i></p>
<p>Actual number of non-reimbursable meals (adult meals, second meals served to students)</p>	<p><i>Adult Servings</i></p>