

## Food Production Records – Who & When?

### **Lesson Description:**

This lesson explains the importance of using food production records. The instructor will discuss the food production record and the information it includes. The activity is used to introduce who should assist in completing the food production record and when the food production record is to be completed. 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. Identify who should participate in completing the food production record.
2. Discuss when the ideal times are for completing the food production record.

### **STEP 1 – Food Production Records – Who does what??**

Because staff members are assigned different tasks in the process of planning and serving meals, it can be difficult for one person to be responsible for completing the food production record. That is why it is a good idea to assign recordkeeping responsibilities to different members of the kitchen staff.

Recordkeeping assignments that reflect the actual work performed by a particular person will ease the process of ensuring that the food production records are complete and accurate. This eliminates the burden of one person trying to collect all the needed information from others.

Take a look at the sample food production record in STEP 2.

Our goal is to identify who should participate in completing the food production record and when those individuals should record the information for which they are responsible on the food production record.

Using the sample food production record, let's identify the assigned persons and when those persons should record the necessary information.

1. The menu planner, a dietitian or food service director, plans the menu planning system and cycle menus far in advance, before the menu is distributed to the individual kitchens. Take a look at Handout 1. The menu planner is responsible for recording the appropriate information in the Food Item Used and Form column, the Recipe or Product column, the Grade Group column, and the Portion Size column. The menu planner completes their portion of the food production record prior to distributing the record to individual kitchens.
2. The kitchen manager needs a food production record from the menu planner for menu planning before he or she can make food production staff assignments. Look again at our sample food production record. The kitchen manager assigns each food item for preparing to a technician and completes the Person Responsible column. The manager forecasts the Student Projected Servings and the Total Projected Servings and fills in the appropriate columns on the food production record. The kitchen manager keeps the historical records that are used for forecasting the next time the menu is served. In addition, the kitchen manager has to date and sign the daily production record at the end of meal service.

3. The food nutrition assistants/technicians can record the information on the second part of the food production record after the meal has been served to customers. The staff can complete the Amount of Food Used column, the Student Servings column, the À la Carte Servings column, the Adult Servings column, and the Leftovers column.

It is very important that the entire production record is completed at the end of the day that the meal is served. Accuracy fades as time extends. It is easiest to remember what was done on the day of service.

## STEP 2 – Food Production Record Sample

### 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	2 oz M/MA
-or- Chicken Nuggets, BBQ Sauce	1 serv G/B
Baked Potato –or- Fresh Veggies	3/8 c VEG
Lowfat Ranch Dressing	
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		Akiko Akiko Akiko Akiko		1 each 1/8 c 1/8 c 1/8 c	300 250 250 250	300 250 250 250	300 each 12.5 lb 13 lb 11 lb	250 235 235 235		10 5 5 5	40 each ½ lb ½ lb ½ lb
Cherry Cobbler	C6	Akiko		25 serv/pan 1 square	500	500	20 pans	485		15	-
<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	Brand Z	Akiko		portion pack/1 ea	300	305	305 each	290		5	10 each
Lowfat Ranch Dressing	Brand Q	Akiko		portion pack/1 ea	300	350	350 each	300		10	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 – Who & When??

To reinforce what we have learned, let’s do an activity. We are going to identify recordkeeping assignments that reflect the actual work performed by assigned persons (who) and at what time information needs to be recorded on a food production record (when). Know that some information can be recorded ahead of time, but the menu production record for the meal each day needs to be completed at the end of service.

Who is responsible for completing certain parts of the food production record and when should they record the information for which they are responsible?

Remember that recordkeeping assignments that reflect the actual work performed by an individual will ease the process of ensuring that the food production records are complete and accurate. Know that some information can be recorded ahead of time, but the actual menu production record for the meal each day needs to be completed at the end of service the same day. The questions should be asked are:

Which of the following are the assigned persons needed for the specific recordkeeping task?

- Menu Planner
- Kitchen Manager
- Food Nutrition Staff

When should the information be recorded? Choices:

- During and after the food production and service
- Before food production
- Before the menu is distributed to individual kitchens

**Directions:** Read the information described in the center column – “**Information to be Recorded**”. Using the choices above, on the left column – “**Who**” - write in the person that you believe should be responsible for recording this information on the food production record. Then, on the right column – “**When**”, write in when you think that information should be recorded.

Who	Information to be Recorded	When
	This person records the <b>Food Item Used and Form, Recipe or Product, Grade Group, and Portion Size</b> for the purpose of communicating consistent information.	
	This person records information on the <b>Amount of Food Used</b> (in purchase units, for example: lb, No. 10 cans, cases, qt, etc.); <b>Student Servings, À La Carte Servings, Adult Servings; and Leftovers</b> (or Shortages).	
	This person assigns each food item to an assistant and records in the <b>Person Responsible</b> column and forecasts the <b>Student Projected Servings</b> column and <b>Total Projected Servings</b> column.	

### STEP 4 – Discussion

- What can we do as “A Team” to be sure that Production Records are properly completed?
- What tasks can be distributed to make it more of a team effort?