

## Food Production Records – WHY??

### Lesson Description:

This lesson explains the importance of using food production records for menu planning. The activity is used to introduce the food production record and the use of the information. 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 a food production record.
2. Discuss why food production records are required and useful.

### STEP 1 – Discussion – Why do we have to keep Food Production Records??

**Food production records** are required for all menu options. You can usually find the food production record near the serving line or by the manager’s office. Access to the food production record is important for daily staff recording.

The food production record for menu planning is a written record document that all schools participating in the National School Lunch Program (NSLP) must keep to record the meals they produce daily. 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. Additional information, such as the food preparation process and temperatures, may be included but are not required.

Well-developed food production records can be a valuable kitchen tool for **forecasting** future food preparations when the same or a similar menu is planned. Adjusting menu choices, removing unpopular menu items, or increasing or decreasing the quantity of a menu item to be produced are all valid uses for historical menu information recorded on the food production record.

They are necessary to support the claim for reimbursable meals and to identify information needed for the nutrient analysis. The food production records should be available for state or federal audit or review. The food production records have to be kept for three years plus the current year.

### STEP 2 – Food Production Record Quiz

1. All schools participating in the school meals programs must keep \_\_\_\_\_ for the meals that they produce.
2. These records must demonstrate how the meals contribute to the required \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_ for each day of operation.
3. These records must provide sufficient \_\_\_\_\_ to determine how the school meals contribute to meeting the \_\_\_\_\_ over the school week.
4. The menu production record serves as a \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ tool.
5. The production record is based on \_\_\_\_\_, the \_\_\_\_\_, and the *Food Buying Guide*.

### Key Terms:

Food production records	Food components / food items / menu items
Age/grade appropriate nutrient standards	Standardized recipes, product descriptions
Planning, communicating, and forecasting	Documentation

**STEP 3 – Check Out a Food Production Record (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	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	200	220	220 serv	195		10	15 serv
				5 ea/4 oz	300	305	76-¼ lb	290	5	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	300	300	300 each	250		10	40 each
				1/8 c	250	250	12.5 lb	235	5	½ lb	
				1/8 c	250	250	13 lb	235	5	½ lb	
				1/8 c	250	250	11 lb	235	5	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)

**ANSWERS – Food Production Record Quizzie**

1. All schools participating in the school meals programs must keep **food production records** for the meals that they produce.
2. These records must demonstrate how the meals contribute to the required **food components, food items, or menu items** for each day of operation.
3. 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.
4. The menu production record serves as a **planning, communicating, and forecasting** tool.
5. The production record is based on **standardized recipes, product descriptions, and the Food Buying Guide**.