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Best Practices for School Food Production Records

WEBINAR
October 27, 2016, 2:00 – 3:00 pm

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Presenters

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Goals for today's webinar

- 1. Identify the benefits and importance of keeping accurate production records for school meals.

- 2. Provide tips for completing production records accurately and efficiently.

- 3. Share advice and best practices from Montana School Food Service Directors and experienced voices from the field.

Guest Speakers –
Salley Young, Greenfield Elementary School, K-8, 90 students
Dona Kruse, Huntley Project Schools, K-12, 800 students

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Who does our group consist of today?

- Poll questions

+ Production Records -

- Required Paperwork or Useful Tool??? It can be BOTH!

- Maria Schwarzrock, Plentywood School *"These production sheets are like our bible here in our kitchen. It's something we can go back to and see how much we cooked, how much we had left over, and for how many. As you can see, we hardly have waste in this kitchen and I really think that's partly from keeping good records on these production sheets. It has helped us out a lot. And also knowing your kids."*

- Peer Educators
  - FORECASTING! Future meal counts and amounts needed for that count = planning, ordering, costing
  - Food Safety
  - Track over or under-production of food
  - Quality control (cost control) on portion sizes
  - *"Production records are the worksheet to a productive, all staff guideline for daily activities. You need to have everyone on the same page each and every day; the production record lays that out."*

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Let's talk specifics-

- What form do I use and where can I find it?

- Old form vs. New form?

- How long to keep them?

Production records reflect the school's plan for the day's menu; their intention to meet the daily meal pattern requirements for breakfast and lunch.

+ Let's talk specifics- What is required?

- Date and Menu
- Check appropriate boxes: Meal (Breakfast, Lunch); Offer vs. Serve, if applicable
- Number of Meals Served: Per Grade category; Per Adult/Other; Total Meals Served.
- Planned Serving Size
- Components (note: add condiments in Other, specify if grains are whole grain-rich)
- Food Temperature: take temperature and record it prior to meal service.
- Total Food Used and/or Recipe # as applicable.
- Vendor/Food Source: specify if they are USDA Commodity Foods or list product brand and vendor name.

+ Let's talk specifics- What is optional?

Optional (but highly recommended) documentation:

- Amount Over/Short: helps you adjust food production for future meals.
- Price: documentation of menu costs is useful for cost control.
- Comments regarding any problem or special event that affected the meal.

+ A good example from Plentywood School

A good example from Plentywood School

Another way to document salad bar

+ Common Errors

- Missing documentation of:
  - Planned serving size
  - Milk type offered.
  - Condiments/other items that aren't reimbursable (i.e., butter, jello, syrup).
  - Vendor/food source information for processed foods.
- Planned serving size is too small.
- Forgetting to specify if grains are whole grain-rich.
- No standardized recipe associated with menu item.

+ Receiving Record

Receiving School Record

+ How to Complete Efficiently and Accurately

- Use **electronic production records**
- Create a "production record template" for breakfast and lunch on your computer. Pre-fill as many blanks on the template as possible.
- Look at your most common menu items. (Very easy if on a cycle menu!) Gather up 10-20 daily menus that work well consistently. On your template, create a production record that reflects that menu.
- Easy to use! Decreases paperwork and increases efficiency. It takes a little bit of work on the front end but will be worth the pay out in time in the end.

+ Guest Speaker Salley Young from Greenfield School

K-8, 90 students

- Using cycle menus in combination with electronic production record cuts down on time spent on paperwork.
- Very simple system.
- Providing the "Step by Step how to instructions" to manage electronic files as a handout.
- Use standardized recipes.
- Keep important info on sticky notes or daily menu during meal prep. Then, go back into electronic production record file and enter the information.

Lunch Template from Greenfield School

Completed Lunch Production Record from Greenfield School – red items typed into the template

+ Guest Speaker Salley Young from Greenfield School

K-8, 90 students

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+ Voices from Montana School Kitchens

- **Here's some great advice from Tet at Westby School!**

- She uses a template and handwrites daily menus/meal items into the template before meal prep.

- Temps menu items and documents on production record

- Finish documentation on production records immediately after each meal service.

- Immediately files them in a binder that is kept in the kitchen.

- Time it takes to complete: Breakfast is really fast- only 5 minutes. 5 - 10 min (10 min max) for lunch. That equals about 10-15 min per day spent on production records.

It looks like this!
Blue ink on an existing template. Westby School

Teri Hove, Medicine Lake School.

Advice:
I bring my production report up for that meal, and make the changes for that day. As I take temps, I go to the computer and fill it in. After the meal I put in my numbers and print it off and file it.

Done!

+ Voices from Montana School Kitchens

Maria Schwarzrock, Plentywood Schools

- ✓ I still hand write them because you never know when the menu is going to be changed.

- ✓ I like to have 2 weeks of production sheets ready at a time.

- ✓ I do have the production sheet downloaded on my desktop and have some parts filled out already like: offer vs serve and I do highlight in RED the temperature. This is a reminder for the girls to make sure they take temps on the food for the 3 different shifts. It works!

- ✓ I will be adding more items to my template marking the: salad bar offered: K-12, and putting an X for the grains, and fruits will have the components. All the components and amounts are filled. Everything is done!

- ✓ My production sheet is a floating production sheet on the floor. It starts in the back where we cook at 6:00 am and makes its way to the front towards the end of the day, depending on the meal of course. This way the temps, measurement's all get written down either by me or my assistant cook.

+ Peer Educator Wisdom

How do you incorporate production records into part of your daily routine? For both you and your staff?

- ✓ I print off a week's worth of production records at a time for my staff to use for correct serving sizes, write down amount of food prepared, document temps, etc. At end of day, pull up file on computer, add info. If I get behind all of the data is still written into the sheet and not lost.

- ✓ Do it as you go, otherwise you will forget!

- ✓ Print off a pre-loaded production record for staff to enter daily amounts and temperatures.

+ Peer Educator Wisdom

How do you keep up with production records each day? (avoid falling behind)

✓ Use a preloaded Production Record template

✓ Try to fill in the menu for a week ahead of time, then all we add are the amounts

✓ Fill in the production record as you prepare an item throughout the day. End of day checklist includes "Is the production record complete?"

✓ I just make it part of my daily duties to do the production record each day.

HOW MUCH BETTER IS Wisdom THAN GOLD

+ Guest Speaker Dona Kruse from Huntley Project Schools

K-12, 800 students

+ In Summary.....

1. View as a useful tool – not just required paperwork!

2. Develop a system that works for you.

3. It's do-able!

+ Questions?

Handouts and Certificate of Participation

+ Resources to help you!

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http://opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/Index.html

Montana School Food Service Peer Educator Network
http://opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/MTTeam.html

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TEAM Nutrition Montana

+ Thank you!

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