

Production Records

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Objectives

- Understand how to correctly fill out production records
- Understand how to use production records for future meal planning
- Understand purpose of production records

Name, Date and Meals Served

School Name: _____ Date: _____ Total Reim. Meals Served: _____
Letters indicate serving size guidelines A thru L=Serving Size Grades K-3 M thru Z=Serving Size Grades 4-12

- **School Name**
 - Name of the site (school) where the menu is served and/or prepared
- **Meal Date**
 - Record the date the menu is served
- **Total Reimbursable Meals Served**
 - Must match the total count recorded on your LR33's for the same meal period

Recipe Number & Portion Size

recipe number & portion size	
<u>003371 Honey BBQ Chicken Bi</u>	<u>F: 6 each</u> <u>M: 7 each</u>
<u>003457 Brown Rice (fb MENU)</u>	<u>F: 1/2 cup</u> <u>M: 1/2 cup</u>

- **Recipe #**
 - Clearly identifies the specific recipe that should be used
- **Portion Size**
 - Listed to ensure the correct portion size is served
 - May be listed as a number, weight, or quantity
 - May be different if there are 2 different age groups

Meal Components & Forecasted Servings

- **Meal Components**

- Food components will be listed in this column

M/A OZ	G/B Srv	F/V Cup	Milk fl oz	forecasted servings
1 3/4 2	5/8 3/4			
	1 1			

- **Forecasted Servings**

- The amount of students, staff, and adults that you expect to feed for that meal.

- Things to consider:

- Previous Production Records
 - Recent LR33's
 - Serving Trends
 - Weather
 - Field Trips

Amount of Food Prepared & Student Servings

amount of food prepared	student servings (reimb.)	total servings

- **Amount of Food Prepared**

- Site staff must keep records to verify the planned menu was actually prepared and served.
- Staff should record this information in a way that is appropriate for the food item.

- **Student Servings (reimbursable)**

- Number of reimbursable meals determined at the point of service.

A La Carte Servings & Adult Servings

- **A La Carte Servings**

- The actual amount of the food item that was sold a la carte.

- **Adult Servings**

- The number of adult meals served.

- Employees
 - Parents
 - Teachers
 - Other school staff

	a la carte servings	adult servings

Leftovers & Substitutions

- **Leftovers**

- The amount of food that is left over at the end of the meal period
- This will assist you with any revisions when the menu is served in the future

leftovers	substitutions

- **Substitutions**

- If a substitution must be made record it here
- You must ensure that the substitution provides the same meal components.

Tips to Ensure Accuracy

- Every single row and column needs to be filled out.
- When added together, student servings of entrees should never be higher than Total Reimbursable Meals Served.
- Listed Items: Fruits, cereals, graham crackers, etc should be circled to indicate which item was served on a specific day.

Tips to Ensure Accurate

- Write in pencil
- Add Ons: Managers should not be adding on items to the serving line or production records unless it is an acceptable reason.
- Make sure the numbers add up and all servings prepared are accounted for amount of food prepared

Purposes of Production Records

- Ensure students are receiving the proper nutrients
- To record how many Total Reimbursable Meals were served that meal.
- To record of much of each food item was served
- Finding food trends within your school and district

Purposes of Production Records

- Help avoid over and under production
- To record any substitutions
- To record how many adult meals were served
- To record a la carte purchases