



PRODUCTION CONSTRUCTION

Wisconsin Department of Public Instruction
School Nutrition Team
August 2014

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Building a Healthier School Environment

Strong Structures Depend on A Strong Plan

**Production Records Ensure
Meal Pattern Compliance and Crediting**

AND ARE

**REQUIRED BY FEDERAL
REGULATIONS**

The Production Record is Your Blueprint for Program Success...

- ▣ Efficient work flow
- ▣ Preparation, recipes and products
- ▣ Portion control
- ▣ Crediting information
- ▣ Meal Pattern
- ▣ Equipment
- ▣ Trends



Breakfast and Lunch Production Record Must Haves...

- ▣ **Serving site**
 - ▣ School or Cafeteria name
- ▣ **Menu Type**
 - ▣ Breakfast or Lunch
- ▣ **Grade Grouping/s**
 - ▣ K-5
 - ▣ K-8
 - ▣ 6-8
 - ▣ 9-12
 - ▣ K-12 (Breakfast Only)
- ▣ **Date of Meal Service**



More Must Haves...

- ▣ **Menu Item**
 - ▣ Recipe name or reference number
 - ▣ Product name or description
- ▣ **Planned Portions**
 - ▣ Grade group
 - ▣ Adults
- ▣ **Planned Portions**
 - ▣ Purchase Units (#10 cans or lbs or 2- 96 count case)
 - ▣ Portions Prepared
 - ▣ Portions Leftover



And Still More Musts...

- ▣ **Milk Types**
 - ▣ Variety
 - ▣ Quantity
- ▣ **Condiments and Extra items**
 - ▣ Planned Portion
 - ▣ Actual usage (can average over the week)



Afterschool Snack Production Record Musts...

- Menu Items
- Foods and amounts used
- Serving Sizes
- Number of children served
- Number of Adults Served



Afterschool Snack Blueprint (Template)

14



Afterschool Snack Program Menu and Production Record				
Date	Menu Contributors	Distribution of Foods used	Serving Size	No. of Children Served
	Produce/vegetables			
	meat			
	Vegetable or Fruit or Juice			
	Grains/Breads			
	Dairy/Non-dairy			
	Other			
	Produce/vegetables			
	meat			
	Vegetable or Fruit or Juice			
	Grains/Breads			
	Dairy/Non-dairy			
	Other			
	Produce/vegetables			
	meat			
	Vegetable or Fruit or Juice			
	Grains/Breads			
	Dairy/Non-dairy			
	Other			

Helpful Additions...

- Factors affecting meal counts
- Equipment
- Contribution to meal pattern
- Cooking methods, holding temps
- Process 1,2,3
- Serving utensil and portion control instructions
- Comments about menu or product acceptability
- Changes to consider the next time
- Other factors – How's the weather?

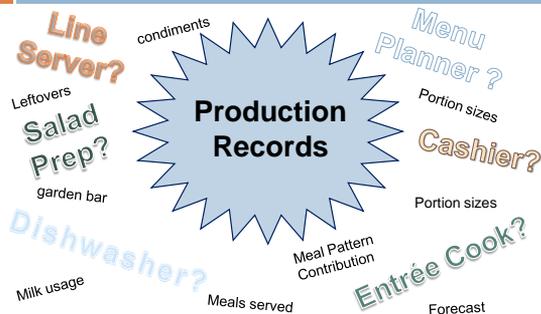
Daily Production Records Who, When, What, How

16

- **May be a shared responsibility**
 - Menu Planner
 - Production Staff
 - Meal Servers
- **May be completed in progression**
 - Prior to day of meal service (advance plan)
 - During meal preparation on the day of meal service
 - After meal service
- **Time savers/Efficiencies**
 - Cycle menus
 - Master production plan for each menu
 - Separate production records for garden bars, condiments, etc.



Whose Job is it Anyway??



Today's Menu



Chicken Patty Sandwich
Baked Beans
Oven Roasted Potato
Wedges
Pineapple Tidbits
Choice of Milk



Lunch Production Record

Date: September 20, 2014
 Site: Ivy Center
 Offer vs. Serve: Yes No

Menu Item	Prepared/Prepared or measure	Prepared/Prepared	Actual/Prepared/Prepared or measure	oz. eq.	Component Contribution (oz. eq.)								Actual # of Servings Prepared/Available	Labeled		
					Meat/Meat Alt.	Dairy/Dairy Alt.	Fruit	Dark Green Veg.	Red/White Veg.	Legumes	Starchy Veg.	Other Veg.			Additional Veg.	Total Veg.
Chicken Philly Sandwich USDA 10034	Each	200	51 x 200	2	2											
Salad Beans USDA 10034	1/2 cup	100	5 #10 cans													
Chex Toasted Potato Wedges USDA 10037	1/2 cup	200	7-7 #8 bags													
Pineapple Tidbits, light, dm	1/2 cup	100	50-#50 cans			1/2										
COMMENTS																
Magnesian Packet	1 oz.	200	296/uses													
Barbecue Sauce	1 oz.	75	5 #10 can													
Ketchup	1 oz.	150	1.5 cans													
1% (fat free) unfatored milk	1/2 pint (1 cup)	25														
Skim (fat free) unfatored milk	1/2 pint (1 cup)	15														
Skim (fat free) chocolate milk	1/2 pint (1 cup)	100														

Adapted from the production record template of the Washington State Office of Superintendent of Public Instruction USDA is an equal opportunity provider and employer.

Lunch Production Record

Date: September 20, 2014
 Site: Ivy Center
 Offer vs. Serve: Yes No

Menu Item	Prepared/Prepared or measure	Prepared/Prepared	Actual/Prepared/Prepared or measure	oz. eq.	Component Contribution (oz. eq.)								Actual # of Servings Prepared/Available	Labeled		
					Meat/Meat Alt.	Dairy/Dairy Alt.	Fruit	Dark Green Veg.	Red/White Veg.	Legumes	Starchy Veg.	Other Veg.			Additional Veg.	Total Veg.
Chicken Philly Sandwich USDA 10034	Each	200	51 x 200	2	2											
Salad Beans USDA 10034	1/2 cup	100	5 #10 cans													
Chex Toasted Potato Wedges USDA 10037	1/2 cup	200	7-7 #8 bags													
Pineapple Tidbits, light, dm	1/2 cup	100	50-#50 cans			1/2										
COMMENTS																
Magnesian Packet	1 oz.	200	296/uses													
Barbecue Sauce	1 oz.	75	5 #10 can													
Ketchup	1 oz.	150	1.5 cans													
1% (fat free) unfatored milk	1/2 pint (1 cup)	25														
Skim (fat free) unfatored milk	1/2 pint (1 cup)	15														
Skim (fat free) chocolate milk	1/2 pint (1 cup)	100														

Adapted from the production record template of the Washington State Office of Superintendent of Public Instruction USDA is an equal opportunity provider and employer.

What's Wrong With My Records?



Look at the next slide and decide!

Breakfast Production Record

Date: 9/20/2014
 Site: First School
 Offer vs. Serve: Yes No

Menu Item	Prepared/Prepared or measure	Prepared/Prepared	Actual/Prepared/Prepared or measure	oz. eq.	Component Contribution (oz. eq.)								Actual # of Servings Prepared/Available	Labeled		
					Meat/Meat Alt.	Dairy/Dairy Alt.	Fruit	Dark Green Veg.	Red/White Veg.	Legumes	Starchy Veg.	Other Veg.			Additional Veg.	Total Veg.
Cereal	1 pack	100	1 case													
2% (fat free) milk	1/2 pint (1 cup)	250	4 cases													
Chocolate Syrup	1 oz.	75	3 #8													
Fruit	choice	50	1													
Pancakes	100	1 case	2													
COMMENTS																
Magnesian Packet	1 oz.	200	296/uses													
Barbecue Sauce	1 oz.	75	5 #10 can													
Ketchup	1 oz.	150	1.5 cans													
1% (fat free) unfatored milk	1/2 pint (1 cup)	25														
Skim (fat free) unfatored milk	1/2 pint (1 cup)	15														
Skim (fat free) chocolate milk	1/2 pint (1 cup)	100														

Adapted from the production record template of the Washington State Office of Superintendent of Public Instruction USDA is an equal opportunity provider and employer.

Quality Production Records Help Build a Quality Nutrition Program

- Determine future production needs
- Spot trends
- Evaluate best practices
- Control menu cost
- Guide procurement
- Assure compliance



Production Construction...

Remember
YOU
 Build The Future



One Healthy Meal
 at a time!

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.asec.usda.gov/complaint_filing_cust.htm), found online at http://www.asec.usda.gov/complaint_filing_cust.htm, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program_intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

