



Standardized Recipe Checklist

Use this checklist to determine if your recipe contains essential information needed to be a standardized recipe. Other considerations that are helpful but not required are also listed.

Essential information to include on a standardized recipe:

- 1. Recipe name that reflects content and is appealing to customers
e.g., "Whole Grain Spaghetti with Meat Sauce" or "Perfect Peach Parfait," etc.
- 2. Recipe number/category/meal, for organization and reference
e.g., "Recipe D-35," "Entrées-25," or "Breakfast Recipes," etc.
- 3. Ingredients listed by form (canned, frozen, dehydrated, etc.) and any pre-preparation needed (diced, chopped, shredded, etc.). Include specific brand or product number whenever possible.*
e.g., "Carrots, peeled, diced" or "Strawberries, frozen, no sugar added," etc.
- 4. Specific total weight and/or volume of each ingredient*
e.g., "4 pounds whole grain rotini" or "2 quarts low sodium chicken stock," etc.
- 5. Detailed instructions of how to prepare the recipe, including cooking time and temperatures
e.g., "Preheat oven to 350°F. Bake on center rack for 15-20 minutes, until golden brown and internal temperature reaches 165°F. Hold for hot service at 135°F or higher."
- 6. Serving size for single portion(s). Note if different serving sizes are used for different age/grade groups.*
e.g., "3/8 cup for K-8th grade, 1/2 cup for 9-12th grade"
- 7. Recipe yield:
 - Total number of portions*
 - Total volume or measure (gallons, piece)
 - Pan size
 - Number of pans
 - Weight or volume in each pan
- 8. Equipment and serving utensils used

*Information required to credit the recipe

Other information to consider including:

- 1. Meal pattern contributions per portion size (component crediting information).
- 2. Vegetable subgroup contributions to meal pattern per portion size.
- 3. Analysis for total calories, saturated fat, and sodium per portion size.
- 4. Recipe variations, alternative ingredients, or optional ingredients which **will not** alter the yield, meal pattern contribution, and nutrition content.
- 5. Food Safety job aids such as HACCP Process 1, 2, 3.
- 6. Special diet information (gluten-free, allergens, etc.).