

Food Production Record Instructions

Definition: Federal guidelines require that all schools participating in the school meals programs must keep food production records for the meals they produce. 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. Food Production Records should be kept on file for 3 years plus the current year.

SCHOOL INFORMATION

Fill in the school information: date, preparation site and service line. Designate if offer vs. serve is being used. A Food Production Record is required if serving a reimbursable, breakfast, lunch or snack.

MEAL COUNTS

List actual counts **prepared** for the day including student meals and adult meals. Meal counts by grade levels do not need to be broken out unless portions served are varied by age/grade level.

AMOUNT PREPARED/A LA CARTE PREPARED

Meat/meat alternate food items: Record the amount prepared of each meat/meat alternate food by pounds, number and/or number and pounds if a portioned convenience item such as a beef patty is served. Units used should be those given in the Food Buying Guide.

Example: 200 – 2.5 oz. CN Beef Patty

Vegetable and/or fruits: Record the amount prepared (i.e., size and number of cans or pounds) of each vegetable and/or

fruit item used. Use ready to serve weight, not as purchased weight. Fresh fruits used should be recorded by size and

number used or by weight.

Example: 200 – 138 count apple.

Bread/grains: Record the amount prepared by number of loaves and size of loaves, dozen and weight of dozen, pieces and

weight of pieces, or pounds of the grain/bread item used.

Example: 200 – ½ cup servings of cooked brown rice.

Milk: Record the number each of white skim and chocolate skim milk. Note: 50 – ½ pints per milk crate.

AMOUNT LEFTOVER

Estimate the number of servings of leftovers that remain after everyone has been served. These leftovers include: servings, if few in number, that are disposed of or servings, in quantity. Enter in quantities such as quarts or each.

Example: 2 quarts pineapple tidbits, 7 beef patties.

TEMPERATURES: Record the temperature of each food item at the end of cooking, prior to service, during meal service and at the end of meal service. Record the temperature of each food item according the Standard Operating Procedures set forth in your school's HACCP food safety plan.

Total Meals Served

Please record total meals served for students and adult meals using information from the Point of Sale (POS).

NOTES: Record any preparation notes that will be helpful the next time this meal is prepared.

Sources: National Food Service Management Institute and Minnesota Department of Education Food & Nutrition Services