

A blue-tinted background image showing a line of students in a cafeteria. A boy in a red hoodie is in the foreground, looking down at a food tray. Other students are visible behind him, smiling and waiting.

MAINE DEPARTMENT
OF EDUCATION
Child Nutrition Programs

Production Records

Production Records

- Objectives:
 - Define a Production Record.
 - Identify the advantages of using Production Records.
 - Identify the required elements of a Production Record.
 - Know how to prepare a complete Production Record.



Why Do You Need Production Records?

- A federal requirement (7 CFR Section 210.10 (a)(3)) for programs that participate in:
 - SBP
 - NSLP
 - ASP
- Documentation that the meal pattern requirements are met for each age/grade group
- Support the Claim for Reimbursement



Production Records

- Provide a daily written history of the food planned, prepared and served.
- Provide a student selection history.
- Forecast production requirements.
- Minimize overproduction and food waste.
- Provide a cost-effective management tool.

SAMPLE



The Production Record

1. Site Information

Date, Site Name, Grade Group, Meal, OvS

2. Planned Menu

- All menu items *including* milk & condiments
- Recipe or Product Name
- Portion Size
- How each item credits

3. Planned Number of Servings

- Students and adults



Menu of the Day

- Hamburger on a Whole Wheat Bun
- With cheese, lettuce & tomato
- Tater Tots
- Apples & Bananas
- Choice of low-fat white or chocolate milk



Sample Production Record

Lunch Production Record																
Date: 9/21/15 Preparation Site: Harvest Elementary School_ OvS: Yes ☒ No ☐ Grades ___K-8___					Menu: Hamburger on a whole wheat bun Cheese, lettuce and tomato Tater Tots Apples and Bananas Lowfat white or chocolate milk											
MENU ITEMS AND CONDIMENTS	RECIPE OR PRODUCT (Name or #)	SERVING SIZE/UTENSIL	TEMPS		COMPONENT CONTRIBUTIONS										ACTUAL SERVING	
			After Cook	Start of Service	Meat/MIA	Grain/ Bread	Fruit	Dark Green Vegetables	Red/Orange Vegetables	Legumes	Starchy Vegetables	Other Veg	Total Vegetables	Student	Ad A la	

Pre-filling the record

MENU ITEMS AND CONDIMENTS	RECIPE OR PRODUCT (Name or #)	SERVING SIZE/UTENSIL	TEMPS		COMPONENT CONTRIBUTIONS									ACTUAL SERVINGS	
			After Cook	Start of Service	Meat/MA	Grain/ Bread	Fruit	Dark Green Vegetables	Red/Orange Vegetables	Legumes	Starchy Vegetables	Other Veg	Total Vegetables	Student	Adult/ A la Carte
Beef Patty	USDA	2.8 oz			2 oz										

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Beef Pattie	USDA	2.8 oz			2 oz										
WG Hamburger Bun	BakeCrafters	2 oz				2 oz									

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WG Hamburger Bun	BakeCrafters	2 oz				2 oz									
Sliced Cheese	USDA	1 oz			1 oz										
Lettuce Leaf & slice tomato	Local														

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WG Hamburger Bun	BakeCrafters	2 oz				2 oz									
Sliced Cheese	USDA	1 oz			1 oz										
Lettuce Leaf & slice tomato	Local														
Tater Tots	McCain	¾ Cup									¾ Cup				
Apples	128 ct	1 Cup					1 Cup								
Bananas		½ Cup					½ Cup								

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Bananas		½ Cup					½ Cup								
LF Choc or 1% white	Hood	8 oz													

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Bananas		½ Cup					½ Cup								
LF Choc or 1% white	Hood	8 oz													
Ketchup	Heinz	1 T													
Mustard	Heinz	2 tsp													

Daily Lunch Component Totals					3 oz	2 oz	1.5 c		$\frac{3}{4}$ c					$\frac{3}{4}$ C	Notes:	
Weekly component Totals																

Cups – Vegetables & Fruits

4 oz

≠

$\frac{1}{2}$ cup

4 oz

=

$> \frac{3}{4}$ cup



Serving Sizes

Color	CAPACITY (ounces)	CAPACITY (cups)	APPROX. SERVINGS PER QUART
Purple	$\frac{3}{4}$	$\frac{3}{32}$	40
Black	1	$\frac{1}{8}$	30
Red	$1\frac{1}{3}$	$\frac{1}{6}$	24
Yellow	$1\frac{5}{8}$	$\frac{7}{32}$	20
Blue	2	$\frac{1}{4}$	16
Green	$2\frac{2}{3}$	$\frac{1}{3}$	12
Tan	3 ^①	$\frac{3}{8}$ ^①	10
Light Blue	4	$\frac{1}{2}$	8
White	$5\frac{1}{3}$	$\frac{2}{3}$	6
Teal	6	$\frac{3}{4}$	5
Orange	8	1	4

- Make sure your servers know which utensils are the correct ones to use.

← Portion control disher sizes

The Production Record

4. Amount of food actually used

5. Leftovers

- What was their fate?

6. Production Notes

- Early Release Day – Snow
- Field trip
- Day before vacation
- Flu

7. Kitchen Manager's Signature

Other Information to Include

Food Temperature

Weather Conditions

Absenteeism/Field Trips

Other pertinent data

- Anything that explains variances in numbers should be included

Other things to consider

- More than one entrée offering
- Deli Bars/Fruit and Veggie Bars
 - Separate production records
 - Standardized recipes
 - Par sheet with serving size/utensil

Substitutions

- ▶ Know your vegetable sub-groups to insure appropriate substitutions.
Example: Green Salad on menu, but romaine lettuce was out of inventory, replaced with broccoli. It's best practice to substitute within the same vegetable subgroup.

MENU ITEM	Recipe/Product Number	Portion Size	Total Portions Offered	Reimbursable Portions Served
Vegetables				
Carrot Sticks (R/O)		½ c	75	62
Leafy Green Salad (Df. Grn)	4620	1½ c	--	--
Broccoli (Dk. Grn.) *Substitute	4726	½ c	75	26
Comments: <i>Romaine lettuce delivery from Upstate Produce was of poor quality and refused.</i>				



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