

2017 State Conference

DECIDE- synopsis

July 20, 2017



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DECIDE OVERVIEW

During this presentation, we will cover the following:

- DECIDE to Succeed: An Orientation for New Managers
- Roles and Responsibilities of the School Nutrition Manager
- Meal Pattern and Nutritional Quality
- Ordering, Receiving, and Inventorying for School Meals
- Food Production
- Marketing, Merchandising and Customer Service
- Managing Employees



Manager:

- directly responsible for the management of the day-to-day operations of the school nutrition program at the school site
- sets the standards for the staff to follow and ensures the standards are met



Decision-Making Process

- Determine the Issue
- Explain the Issue
- Create Procedures to Address the Issue
- Involve Others: Who and How
- Decide to Succeed: Take Action



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MEAL PATTERN AND NUTRITIONAL QUALITY





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Lunch Activity OVS

Handout- Meal Patterns



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DIETARY GUIDELINES FOR AMERICANS (DGAS)



Objective: Review the Dietary Guidelines for Americans (DGAs and their importance to child nutrition.

OVS: Breakfast and Lunch

School Breakfast

OVS

Must Offer 4 Breakfast Items that include the 3 Breakfast Components:
Fruit (or Vegetable Substitute
Grain
Milk

Student may decline:
1 Item

Student Must Take:
At Least 3 items

One component must be fruit or vegetable
(SY 2014-15)

School Lunch

OVS

Must offer 5 Lunch Components:
Fruit
Vegetable
Grain
Meat/Meat Alternate
Milk

Student may decline:
2 Items

Student Must Take
At Least 3 components

One component must be fruit or vegetable



IS IT REIMBURSABLE?



Does not contain minimum 1/2 cup fruit.

2 Toaster Pastries (Poptarts)

2 oz. eq Grains



Milk

1 cup Milk



IS IT REIMBURSABLE?



YES

2 Juices = 2 items

Milk

= 1 cup Fruit

1 cup Milk



IS IT REIMBURSABLE?



2 Toaster Pastries (Poptarts)

2 oz. eq Grains



2 Juice

1 cup Fruit



Milk

1 cup Milk

IS IT REIMBURSABLE?



Sausage Biscuit

2 oz. eq Grains
.8 oz eq Meat (MMA)

NO



Milk

1 cup Milk

IS IT REIMBURSABLE?



Sausage Biscuit

2 oz. eq Grains
.8 oz eq Meat (MMA)



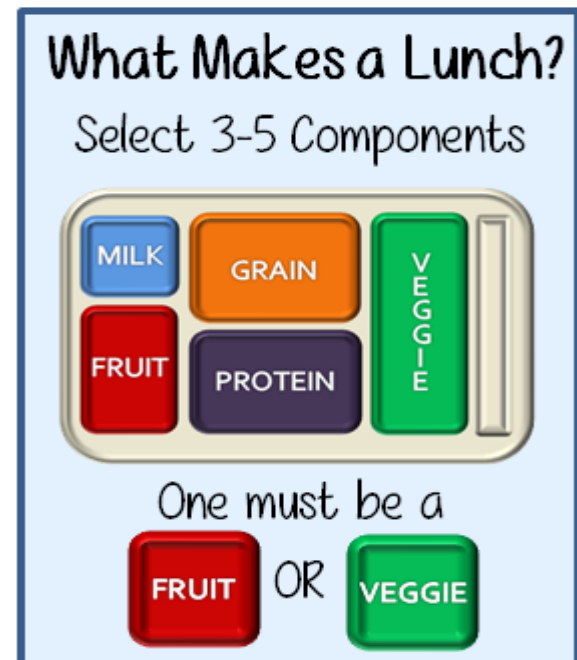
1 Juice

1 cup Fruit

YES

SIGNAGE REQUIREMENT

The NSLP regulation regarding signage requires that schools identify, near or at the beginning of serving lines, what foods constitute unit priced meals.





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SUBSTITUTIONS IN SCHOOL MEALS

**Objective:
Clarify the
process for
making
nutritionally
appropriate
substitutions in
school meals.**

SCHOOL LUNCH

Grain

Pita pockets	Bread	English muffin	Quinoa
Mini bagels	Dinner rolls	Cereal	Pasta
Wraps	Panini Bread	Muffins	French Bread
Tortilla's	Hoagie roll	Rice	

Protein

Egg	Leftover Meat	Almonds	Tofu
Peanut Butter	Hummus	Pistachios	Trail Mix
Seeds	Beans	Cashews	Edamame
Lunch Meat	Tuna	Sesame Seeds	

Vegetable

Carrots	Olives	Sprouts	Lettuce
Celery	Peppers	Salsa	Spinach
Cucumbers	Beans	Broccoli	Squash
Olives	Peas	Cauliflower	Cabbage

Fruit

Apple	Fruit Leather	Grapes	Melon Balls
Orange	Dried Fruit	Berries	Apricots
Banana	Applesauce	Mango	All Fruit Jam
Pear	Fruit Juice	Peaches	

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LUNCH MEAL PATTERN

Meat/Meat Alternate (M/MA)

Grains (G)

Vegetables (V)

Fruits (F)

Fluid Milk





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OVS Activity



Let's
play



**MEAL or
NO MEAL**



Lunch Edition



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Elementary School (Grades K-5)



The Planned Meal (Grades K-5)

SAMPLE LUNCH MENU 1 – Elementary School Lunch Menu

Food and Amount	Component
Turkey (1 ounce) and cheese (1 ounce) sandwich	Meat/meat alternates (M/MA), 2 oz eq
whole-wheat bread (2 slices) with	Grains (G), 2 oz eq
lettuce (1/4 cup) and tomato (1/8 cup)	Vegetables (V), 1/4 cup
Carrot sticks (1/2 cup)	Vegetables (V), 1/2 cup
Fresh red apple (1/2 cup)	Fruits (F), 1/2 cup
Milk choice (1 cup)	Milk (M), 1 cup



Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of
3 full components (M/MA, G and V)

Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of
3 full components (M/MA, G and F)

Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of
2 full components (F and M) and
includes **½ cup of V**

Student Selects



Reimbursable Meal?

NO

Contains minimum required serving of **3 full components** (M/MA, G and M) but **missing at least ½ cup of F or V** (lettuce and tomato is ¼ cup)



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Middle School (Grades 6-8)



The Planned Meal (Grades 6-8)

SAMPLE LUNCH MENU 2 – Middle School Lunch Menu

Food and Amount	Component
WGR pasta (½ cup) with	G, 1 oz eg
meat sauce (with 1 ½ ounces cooked meat) and ¼ cup tomato sauce	M/MA, 1 ½ oz eq V ¼ cup
Whole-grain roll, 1 ounce	G, 1 oz eg
Romaine garden salad (1 ½ cups) *	V, ¾ cup *Leafy greens credit as half of volume served
Fresh fruit cup (½ cup)	F, ½ cup
Milk choice (1 cup)	M, 1 cup



Student Selects



Reimbursable Meal?

NO

Contains minimum required serving of **3 full components** (G, M/MA and M) but **missing at least ½ cup of F or V** (tomato sauce is ¼ cup)

Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of
3 full components (G, M/MA and V)

Student Selects



Reimbursable Meal?

NO

Contains minimum required serving of **2 full components** (G and M/MA) but **missing at least ½ cup of F or V** (tomato sauce is ¼ cup)

Student Selects



Reimbursable Meal?

YES

Contains minimum required serving
of **3 full components** (V, F and M)

Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of
3 full components (G, F and M)



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High School (Grades 9-12)



The Planned Meal (Grades 9-12)

SAMPLE LUNCH MENU 3 – High School Lunch Menu

Food and Amount	Component
Cheese pizza	M/MA, 2 oz eq, G, 2 oz eg
Broccoli florets (½ cup) with low-fat dip	V, 1 cup
Corn (½ cup)	
Cantaloupe wedges (½ cup)	F, 1 cup
Red grapes (½ cup)	
Milk choice (1 cup)	M, 1 cup



Student Selects

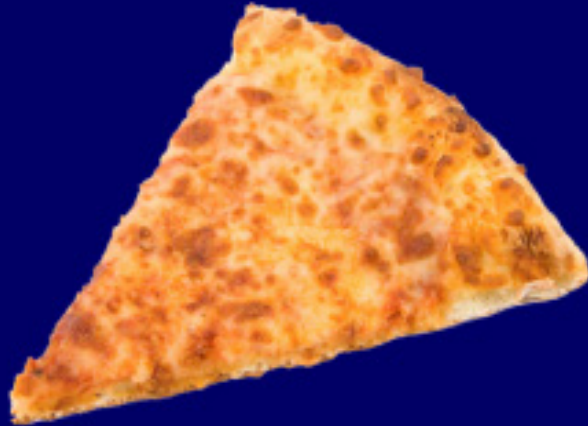


Reimbursable Meal?

NO

Contains minimum required serving of **3 full components** (M/MA, G and M) but **missing at least ½ cup of F or V**

Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of **3 full components** (M/MA, G and M) and includes **½ cup of V**

Student Selects

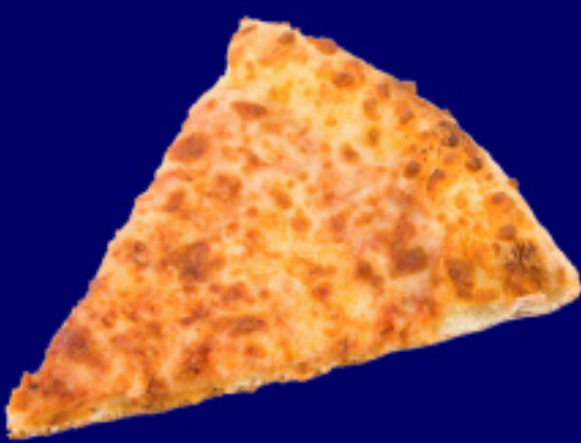


Reimbursable Meal?

YES

Contains minimum required serving of **2 full components** (M/MA and G) and includes **½ cup of F**

Student Selects

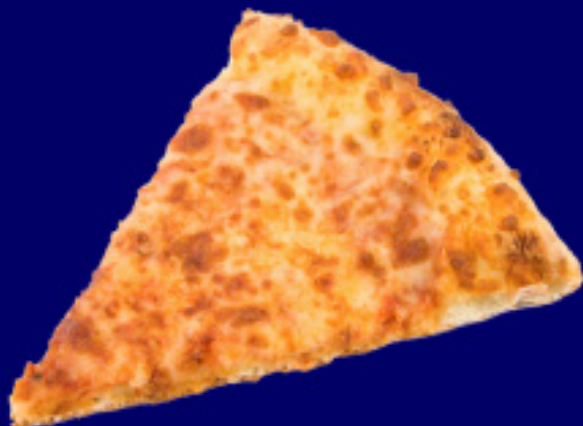


Reimbursable Meal?

YES

Contains minimum required serving of **2 full components** (M/MA and G) and includes **½ cup of F**

Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of **2 full components** (M/MA and G) and includes **½ cup of V**

Student Selects



Reimbursable Meal?

NO

Contains $\frac{1}{2}$ cup of V but contains only 1 full component (F)

Student Selects



Reimbursable Meal?

NO

Contains minimum required serving of only **2 full components** (F and M)

Student Selects



Reimbursable Meal?

NO

Contains $\frac{1}{2}$ cup of F and $\frac{1}{2}$ cup of V but contains only **1 full component** (M)

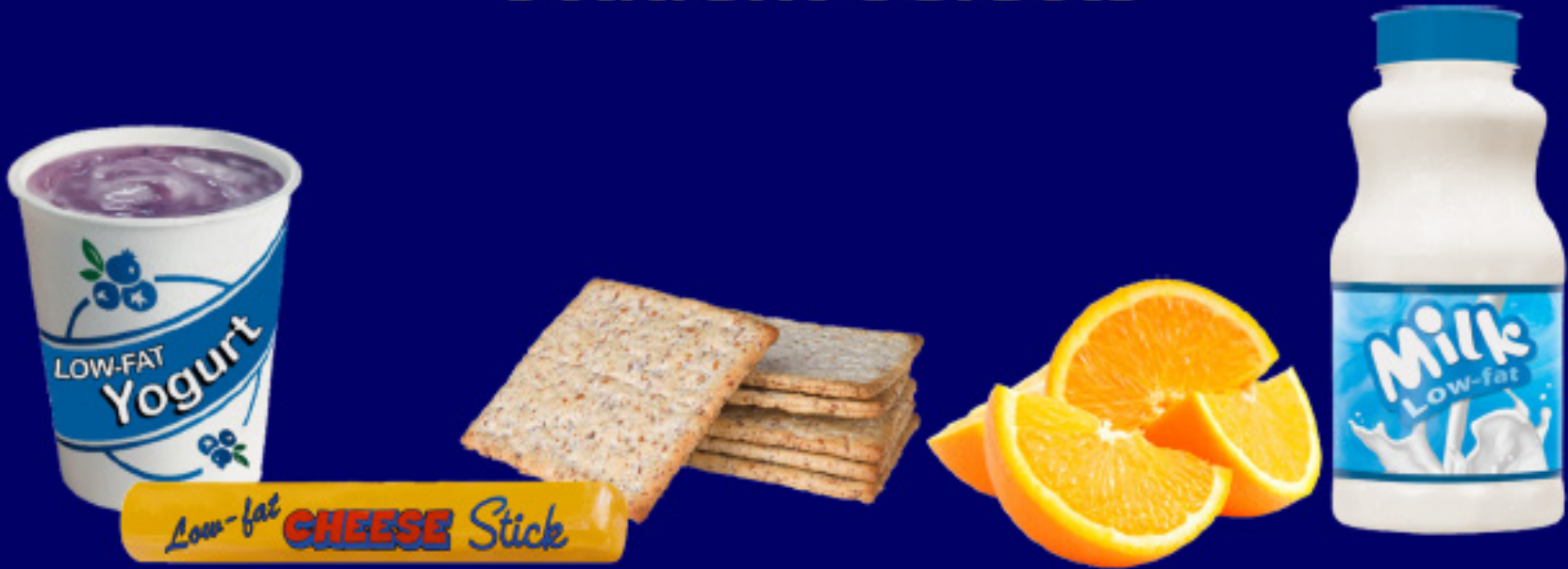
The Planned Meal (Grades 9-12)

SAMPLE MENU 4 – High School Lunch Menu

Menu Item	Component
Fruit yogurt (½ cup) and low-fat cheese stick (1 ounce)	M/MA, 2 oz eq
Whole-grain crackers (2 ounces)	G, 2 oz eg
Spinach Salad (2 cups)	V, 1 cup
Blueberries (½ cup)	F, ½ cup
Orange wedges (one 138-count orange)	F, ½ cup
Milk choice (1 cup)	M, 1 cup



Student Selects

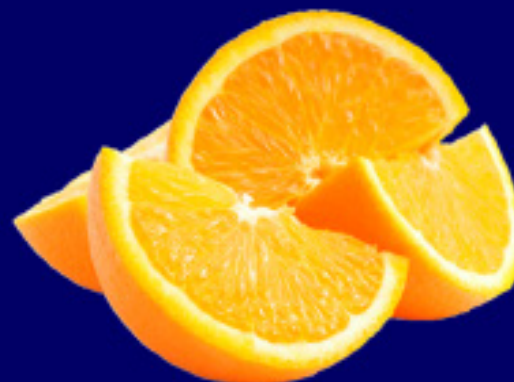


Reimbursable Meal?

YES

Contains minimum required serving of
3 full components (M/MA, G and M)
and includes **½ cup of F**

Student Selects



Reimbursable Meal?

NO

Contains $\frac{1}{2}$ cup of F but contains only
1 full component (G)

Student Selects



Reimbursable Meal?

NO

Contains only **2 full components**
(M/MA and F)

Student Selects

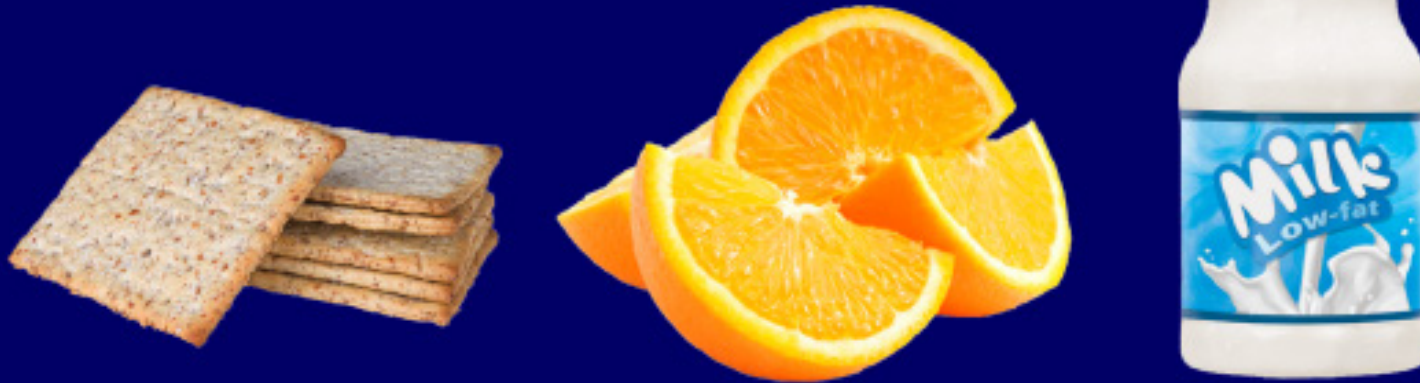


Reimbursable Meal?

YES

Contains minimum required serving of
2 full components (G and M) and
includes **½ cup of F**

Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of
2 full components (G and M) and
includes **½ cup of F**

Student Selects

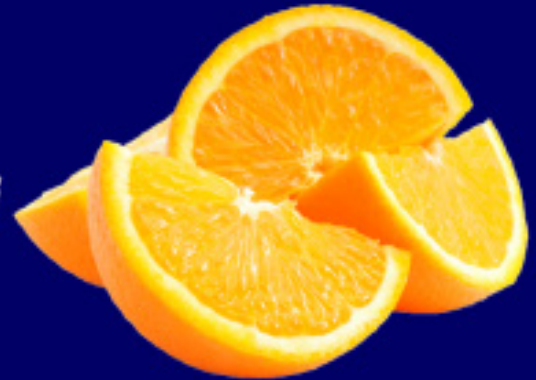


Reimbursable Meal?

YES

Contains minimum required serving of
2 full components (V and M) and
includes **½ cup of F**

Student Selects



Reimbursable Meal?

NO

Contains **only 2 full components** (V and F)

Student Selects



Reimbursable Meal?

NO

Contains $\frac{1}{2}$ cup of F but contains only
1 full component (M)

Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of
2 full components (V and G) and
includes **½ cup of F**

The Planned Meal (Grades 9-12)

SAMPLE LUNCH MENU 4 – High School Lunch Menu

Food and Amount	Component
Cheeseburger (2 ounces cooked meat and ½ ounce cheese) on whole-grain rich bun (2 ounces)	M/MA, 2 ½ oz eq G, 2 oz eq
Lettuce (½ cup)* and tomato (¼ cup)	V, ½ cup <i>*Leafy greens credit as half volume served</i>
Sweet potato fries (½ cup)	V, ½ cup
Purple plums (½ cup)	F, ½ cup
Kiwi (½ cup)	F, ½ cup
Milk choice (1 cup)	M, 1 cup



Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of **3 full components** (G, M/MA and M) and includes **½ cup of V**

Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of **2 full components** (G and M/MA) and includes **½ cup of V**

Student Selects



Reimbursable Meal?

NO

Contains minimum required serving of **3 full components** (G, M/MA and M) but **missing ½ cup of F or V**

Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of **3 full components** (G, M/MA and M) and includes **½ cup of F or V**

Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of **3 full components** (G, M/MA and M) and includes **½ cup of V**

Student Selects



Reimbursable Meal?

YES

Contains minimum required serving of
2 full components (F and M) and
includes **½ cup of V**

MEAL COUNTING AND CLAIMING OBJECTIVE

**Objective:
Identify the
mandatory
procedures for
counting and
claiming school
nutrition meals.**





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COUNTING AND CLAIMING REIMBURSABLE MEALS

MEAL COUNT AND CLAIM PROCEDURE

Eligibility documentation

Collection procedures

**Pont-of-service meal
counts**

Reports

Claim for Reimbursement

Internal controls



ORDERING, RECEIVING, AND INVENTORYING FOR SCHOOL MEALS

MODULE 3



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OBTAINING PRODUCTS FOR THE SCHOOL

The movement of products used in a school nutrition program starts with the menu and includes:

- ✓ Forecasting
- ✓ Ordering
- ✓ Receiving
- ✓ Storing
- ✓ Inventorying





FOOD PRODUCTION TOPICS

MODULE 4

- **HACCP, Food Safety and Sanitation**
- **Weights and Measures**
- **Food Biosecurity**
- **Standardized Recipes**
- **Portion Control**
- **Production Planning and Scheduling**
- **Required Planning and Production Record**
- **Accountability**



A prevention-based food safety program designed to identify and prevent microbial and other hazards in food production.

Widely recognized as the most effective and appropriate approach for child nutrition programs.

THE SEVEN PRINCIPLES OF HACCP

- 1. Hazard analysis**
- 2. Critical control points (CCPs)**
- 3. Critical limits for each CCP**
- 4. CCP monitoring requirements**
- 5. Corrective actions**
- 6. Record keeping procedures**
- 7. Verification**

THE SEVEN PRINCIPLES OF HACCP

- 1. Hazard analysis**
- 2. Critical control points (CCPs)**
- 3. Critical limits for each CCP**
- 4. CCP monitoring requirements**
- 5. Corrective actions**
- 6. Record keeping procedures**
- 7. Verification**



HOW TO SCHEDULE YOUR TIME

Step 1: Identify available time

Step 2: Schedule essential actions

Step 3: Schedule high-priority activities

Step 4: Schedule contingency time

Step 5: Schedule discretionary time

Step 6: Analyze your activities



TWO TYPES OF HAZARDS

Hazard #1

1. Hazards specific to the preparation of food.

An example would be improper cooking for the type of food. These hazards are controlled by identifying Critical Control Points (CCPs) and implementing measures to control the occurrence of these hazards (time and temperature controls).

Nonspecific hazards are ones that affect all foods.

An example would be poor personal hygiene. Nonspecific hazards are controlled by developing and implementing Standard Operating Procedures (SOPs)

SECTION 7: FOOD PRODUCTION

Objective:

Complete daily *Required Planning and Production Record* to document that reimbursable meals are served to students participating in the school nutrition program.



WHY KEEP FOOD RECORDS?

- 1. Document menus meet meal pattern and nutrient standard requirements**
- 2. Document the amount of food prepared for the number servings planned meets contribution requirements**
- 3. Record the actual number of meals served**
- 4. Inform the menu maker which items are most/least popular**
- 5. Serve as a planning tool to prevent underproduction or overproduction of food items**



PRODUCTION RECORD TIMELINE

Before Meals:

Write the menu for each meal service offered, planned number of portions for each menu item served, and food items planned according to contribution size for age/grade group.



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PRODUCTION RECORD TIMELINE

During meals:

Record the actual number of prepared portions served to students, faculty, and in-kind. In addition, list all extra portion sales for each menu offered.



PRODUCTION RECORD TIMELINE

After meal:

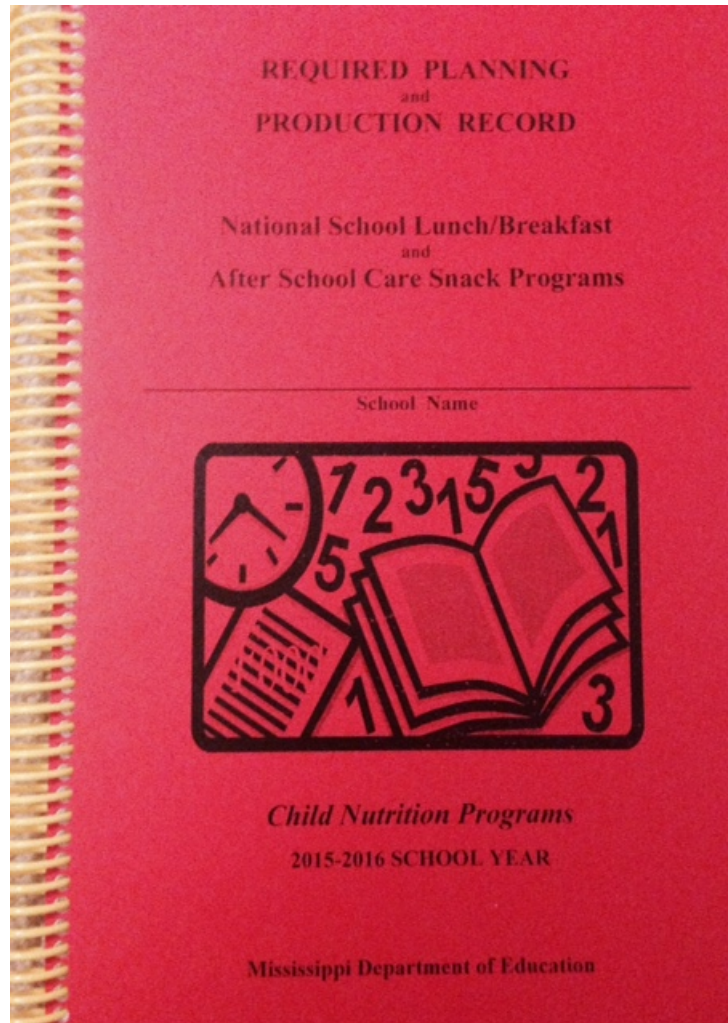
Record the leftover portions stored, leftover portions discarded, and comments to clarify any action that is not self-explanatory, such as special events or weather.



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REQUIRED FOOD PLANNING AND PRODUCTION RECORD



1	9		10a		10b		11		12		13		14		15	Comments
	Leflover Portions Used Today		Food Prepared Today		Lbs, Cns, Ea, Etc.		Portions Prepared (9+10a)		Portions Served		Portions Stored		Portions Discarded			
	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A		
1																
2																
3	3		42		2 lb. 10oz		45		41		4					Use 8/12 before new.
4	3		42		2 lb. 10oz		45									
5	3		42		1.5 lb.		45									
6	3		42		21 eggs		45									
7																
8																
9																
10																
11																
12																
13																
	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
14			460		84 lb.		460		453					7		
15			180		6.75 lb.		180		177					3		
16			100		21.25 lb		100		96					4		
17			100		6.25 qts		100		89		11					Use in chef salad 8/12
18			100		6.25 qts		100									
19	3		42		5 lbs		45									
20	3		42		6.75 lb.		45									
21	3		42		3.5 lb.		45									
22																
23																
24																
25																
	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
26			354		3 cs (118ct)		354		321		33					Use 8/12
27			350		14 - #10		350		318		32					Use 8/12
28			280		2 1/2 cases		280		252		28					Use 8/12
29	18		350		5 cases		368		321		47					Use 8/12
30																
31																
32																
33																
34																
35																
	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
36			335				335		321					14		
37			335		4 1/2 Lbs		335		321					14		
38			180		17 1/4 Lbs		180		180							
39			310				310		304					6		
40			50		50 Pkgs		50		50							
41	15		324		1.5 cases		339		335					4		
42			339		1.75 cases		339		335					4		
43			50		50 pkts		50		50							
44																
45																

Additional Foods:

- #122 Chicken Patty, Bkfst - #4 Cases (indicate here if not contributing to the Grain component for the Breakfast meal)
- #352 Soup, Cream of Chicken - 1 cs
- #182 Ketchup PC - 2 BX
- #191 Ranch Dressing - 2 BX
- #181 Mayonaisse - 1 BX
- Onions 6lbs Celery 2lbs
- Carrots 2lbs Bell Peppers 2lbs



BREAKFAST: MEAT/MEAT ALTERNATE

There is no Meat\Meat Alternate component in the Breakfast Meal Pattern. After 1 oz. eq. of “True Grain” has been offered, any meat/meat alternate that is offered may be credited towards the grain component. Any meat or meat alternate offered that will not contribute towards the grain component will be listed as an additional item.



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Production Activity



FORMULA

	A	x	B	x	C	=	D				
Steps	Purchase Unit for 50 Servings		Number servings needed	÷	Number portions in recipe	÷	Serving size needed	÷	Servings size in FBG	=	Quantity (Purchase Units)
Lists	8 lbs. + 10 oz.		310		50		2 oz.		2 oz.		
Change to Decimal					2	÷	2				
Compute A x B x C = D	8.625	x	6.2 (factor)	x	1					=	53.475 lbs. or 53.5 lbs.



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Participation	MENUS	Plan Prims	Xtra Prims	FOOD ITEMS	B	L	S N	CONTRIBUTION SIZE				
				MEAT/MEAT ALTERNATE	M	M	M	M	M	K-8	9-12	
BREAKFAST SERVED:	BREAKFAST			Chicken, Cooked, Diced		X				2oz	2oz	1
K-5 _____	Chicken & Biscuit	335		Ground Beef		X				2oz	2oz	2
6-8 _____	Cheese Toast	335		Turkey Ham, Diced	CS	X				1oz	1oz	3
K-8 <u>206</u>	Fruit Juice	335		Turkey Breast	CS	X				1oz	1oz	4
9-12 <u>103</u>	Milk	335		American Cheese, Shredded	CS	X				½oz	½oz	5
				Egg Hard Boiled	CS	X				½oz	½oz	6
												7
												8
ADULTS PAID:												9
<u>6</u>												10
												11
IN KIND:												12
<u>6</u>												13
				VEGETABLE	V	V	V	V	V	V	V	V
TOTAL:				French Fries		X				½ c.	½ c.	14
<u>321</u>				Tetrazzini Vegetables		X				1/8 c.	1/8 c.	15
				California Mix Vegetables		X				½ c	½ c	16
				Baby Carrots		X				¼ c.	¼ c.	17
				Grape Tomato		X				¼ c.	¼ c.	18
				Salad Spring Mix	CS	X				½ c	½ c	19
				Lettuce Iceberg	CS	X				½ c	½ c	20
				Tomatoes, Fresh	CS	X				¼ c.	¼ c.	21
												22
LUNCHES SERVED:	LUNCH											23
K-5 _____	Chicken Tetrazzini	180										24
6-8 _____	Sloppy Joe on a Slider	290	20									25
	Chef Salad	45										26
K-8 <u>270</u>	Whole Grain Crackers	45										27
	French Fries	400	30									28
9-12 <u>234</u>	California Veggies	140										29
	Baby Carrots & Grape Tomatoes	100										30
ADULTS PAID	Blushing Chilled Pears	350	30									31
<u>15</u>	Apple	250										32
	Milk	300										33
INKIND												34
<u>6</u>												35
TOTAL				FRUIT	F	F	F	F	F	F	F	F
<u>525</u>				Oranges		X				½ c	½ c	26
				Pears, Canned		X				½ c.	½ c.	27
				Apples, Fresh		X				½ c	½ c	28
				100% Fruit Juice		X				½ c	½ c	29
												30
												31
												32
												33
												34
												35
				GRAINS	G	G	G	G	G	G	G	G
				Bread Sliced Toasted, WGR		X				1oz	1oz	36
				Cheese Am. Sliced		X				1oz	1oz	37
				Whole Wheat Spaghetti		X				1oz	1oz	38
				Slider Buns (9-12 2ea)		X				1oz	2oz	39
				Whole Grain Crackers		X				1oz	2oz	40
				Biscuit WGR		X					2oz	41
				Chicken Patty Bkfst		X					1½oz	42
				WG Graham Cracker				X		1oz		43
												44
												45
				MILK	M	M	M	M	M	M	M	M
AFTER SCHOOL SNACKS SERVED:	AFTER SCHOOL SNACK			Fat Free Chocolate		273	330	35		½ Pt	½Pt	46
Students:	Graham Crackers WGR	50		1% Unflavored		48	82	15		½ Pt	½Pt	47
<u>50</u>	Milk	50										48
												49
												50



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9	10a				10b		11	12	13		14	15	Comments		
	Leflower Portions Used Today		Food Prepared Today		Portions Prepared (9+10a)				Portions Served	Portions Stored				Portions Discarded	
	#	M/M/A	#	M/M/A	Lbs, Cns, Ea. Etc...	M/M/A			M/M/A	M/M/A				M/M/A	M/M/A
1															
2															
3		3		42	2 lb. 10oz	45		41		4			Use 8/12 before new.		
4		3		42	2 lb. 10oz	45									
5		3		42	1.5 lb.	45									
6		3		42	21 eggs	45									
7															
8															
9															
10															
11															
12															
13															
	V	V	V	V	V	V	V	V	V	V	V	V	V		
14				460	84 lb.	460		453				7			
15				180	6.75 lb.	180		177				3			
16				100	21.25 lb	100		96				4			
17				100	6.25 qts	100		89		11			Use in chef salad 8/12		
18				100	6.25 qts	100									
19		3		42	5 lbs	45									
20		3		42	6.75 lb.	45									
21		3		42	3.5 lb.	45									
22															
23															
24															
25															
	F	F	F	F	F	F	F	F	F	F	F	F	F		
26				354	3 cs (118ct)	354		321		33			Use 8/12		
27				350	14 - #10	350		318		32			Use 8/12		
28				280	2 1/2 cases	280		252		28			Use 8/12		
29		18		350	5 cases	368		321		47			Use 8/12		
30															
31															
32															
33															
34															
35															
	G	G	G	G	G	G	G	G	G	G	G	G	G		
36				335		335		321				14			
37					4 1/2 Lbs	335		321				14			
38				180	17 1/2 Lbs	180		180							
39				310		310		304				6			
40					50 Pkgs										
41		15		324	1.5 cases	339		335				4			
42				339	1.75 cases	339		335				4			
43				50	50 pkts	50		50							
44															
45															

Additional Foods:

- #122 Chicken Patty, Breakfast - 14 Cases (indicate here if not contributing to the Grain component for the Breakfast meal)
- #352 Soup, Cream of Chicken - 1 ca
- #182 Ketchup PC - 2 BX
- #191 Ranch Dressing - 2 BX
- #181 Mayonnaise - 1 BX
- Onions 6lbs Celery 2lbs
- Carrots 2lbs Bell Peppers 2lbs

COMPONENT CONTRIBUTION

- **We have seen an example of “simple component contribution”,**

- **But what about menu items containing multiple food components?**

- **For Example: PIZZA**

- **Pizza contributes to the following components:**
 - MMA – 2 oz
 - Grain – 2 oz eq
 - Vegetable (Red Orange) – $\frac{1}{8}$ Cup

COMPONENT CONTRIBUTION

➤ **Where would you get this information?**

➤ **Recipe card**

➤ **CN label**

➤ **Order Guide**

➤ **So . . .**

How would we enter Pizza

in the RED BOOK

to indicate the components

that it will contribute towards ?

Date:	2	3a	3b	4	5	6	7	8
Participation	MENUS	Plan Prtns	Xtra Prtns	FOOD ITEMS	B	L	S N	CONTRIBUTION SIZE
BREAKFAST SERVED:				MEAT/MEAT ALTERNATE	M	M	M	M
K-5 _____				PIZZA				9-12 2 OZ
K-6-8 _____								
K-8 _____								
K-9-12 _____								
ADULTS PAID:								
IN KIND:								
TOTAL:				VEGETABLE	V	V	V	V
				PIZZA				1/8 C
LUNCHES SERVED:								
K-5 _____								
K-6-8 _____								
K-8 _____								
K-9-12 _____								
ADULTS PAID:								
IN KIND:								
TOTAL:				FRUIT	F	F	F	F
AFTER SCHOOL SNACKS SERVED:								
GRAINS				G	G	G	G	G
				PIZZA				2 OZ
MILK				M	M	M	M	M
Students:								



COMPONENT CONTRIBUTION

- **What about John Wayne Casserole?**
- **Where would we get component contribution information?**
- **Recipe Card**

COMPONENT CONTRIBUTION

Source: MRS 2015

MRS: 150 – Beef (100s)

JOHN WAYNE CASSEROLE

MEAL COMPONENT CONTRIBUTION:

2 1/4 oz. eq. meat/meat alternate, 3/4 oz. eq. whole grain, 1/8 cup other vegetable

NUMBER OF PORTIONS: 120 SIZE OF PORTION: 1 piece

RECIPE HACCP PROCESS: #2 - Same day service



MEAT/MEAT ALTERNATE : WHOLE GRAINS : VEGETABLES
(OTHER)

INGREDIENT	MEASURE (FOR 120 SERVINGS)
Dough Sheets, Pizza, WGR, #1207	5 sheet(s)
Pan Release Spray, Vegetable Oil, #2514	5 gram(s)
Beef, Ground, 80/20, #1001	17 pound(s)
Spice Blend MS, Southwest, No Salt, #2735	1 cup(s)
Salt, Table, #2219	2 tablespoon(s)
Garlic Powder, #2709	2 1/2 tablespoon(s)
Water, Municipal, Mississippi	1 gallon(s)
Sour Cream, Cultured, MS	3 1/2 quart(s)
Mayonnaise, Reduced Calorie, Bulk, #2249	2 1/2 quart(s)
Cheese, American, Grated/Shredded, #1307	3 1/2 pound(s)
Onions, Frozen, Diced, #1610	1 quart(s)
Tomatoes, Whole, Red, Ripe, Raw, #4110	1 1/4 quart(s), chopped or sliced
Peppers, Green, Diced, Frozen, #1613	1 1/4 quart(s)
Jalapenos, Peppers, Nacho, Sliced, #2810	2 1/2 cup(s)
Cheese, American, Grated/Shredded, #1307	2 1/2 pound(s)

DIRECTIONS

- Pat one thawed dough sheet in the bottom and up a half inch of sides of 2-1/2" x 12" x 20" pan sprayed with pan release spray. For each 24 servings, use 1 pan.
- Heat oven to 350 degrees F and bake dough sheets for 10 minutes.
- Brown ground beef and drain. Press draining beef to remove excess fat. After draining ground beef, return to pan to continue cooking.
CCP: Heat to 160 degrees F or higher for 15 seconds at the completion of the cooking process.
- Combine Southwest seasoning blend, salt, and garlic powder.
- Add enough water to dry seasonings to mix well.
- Add seasoning mixture to ground beef. Stir well and add remaining water to ground beef mixture.
- Simmer for 10 minutes. Keep warm to combine with other ingredients.
- Combine sour cream, mayonnaise, cheese, and onion for filling. Set aside for step 9.



Ensl

Date:	2	3a	3b	4	5	6	7	8
Participation	MENUS	Plan Prtns	Xtra Prtns	FOOD ITEMS	B	L	S N	CONTRIBUTION SIZE
BREAKFAST SERVED:				MEAT/MEAT ALTERNATE	M	M	M	M
K-5 _____				Ground Beed JWC				9-12
6-8 _____				Cheese Am. Grated JWC				2 1/4 OZ
K-8 _____								1
9-12 _____								2
								3
								4
ADULTS PAID:								5
_____								6
								7
								8
IN KIND:								9
_____								10
								11
								12
								13
TOTAL:				VEGETABLE	V	V	V	V
_____				Tomatoes JWC				1/8 C
				Onions JWC				14
				Peppers JWC				15
				Jalapenos JWC				16
								17
								18
								19
								20
LUNCHESES SERVED:								21
K-5 _____								22
6-8 _____								23
K-8 _____								24
9-12 _____								25
								26
								27
ADULTS PAID:								28
_____								29
								30
INKIND:								31
_____								32
								33
								34
TOTAL:				FRUIT	F	F	F	F
_____								35
								36
								37
								38
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								208

ADDITIONAL FOODS

- **Supporting food items used during preparation must be recorded in the production record under “*Additional Foods*”.**
- **List condiments, and other foods that do not credit towards a component in the “Additional Foods” area at the bottom of the production record.**
- **Some examples: Mayonnaise, Gelatin Whipped Topping, Cream of Chicken Soup, Pudding, Ketchup, Chocolate Chips, etc....**

ADDITIONAL FOODS

- All items offered to students must be entered into the production record - including condiments.
- Why? Because all foods affect the average weekly nutrient analysis.



“The Right Side”

When Service is Complete

- #9 Leftover portions from a prior date used this day

- #10 ‘New’ food items prepared this day
 - #10a - number of portions prepared
 - #10b food size = weight, pounds, cans, each

- #11 Total portions prepared = #9 + #10a

- #12 Actual number of portions served

- #13 Actual number of portions saved for future use
 - (Follow your approved Food Safety Plan SOP’s)

- #14 Actual number of portions discarded

- #15 Comments – clarify actions that are not self explanatory
 - Low participation – Field trips
 - Weather, loss of power etc..

ACTIVITY

FILL THE TOOL BAG

**ON A POST-IT WRITE DOWN 1
POSITIVE TRAIT THAT YOU HAVE
OBSERVED FROM SOMEONE YOU
HAVE WORKED WITH OR ADMIRE.**

**PLACE THE POST-IT ON THE FLIP
CHART LABELED “TOOL KIT”**

“The Right Side”

When Service is Complete

FOOD ITEMS	B	L	S N	CONTRIBUTION SIZE				Portions Used Today					Lbs, Cns, Ea. Etc...
				K-8	9-12			M/MA	M/MA	M/MA	M/MA	M/MA	
MEAT/MEAT ALTERNATE	M	M	M	M									
Chicken, Cooked, Diced		X			2oz	2oz	1			180		22.5 lb	
Ground Beef		X			2oz	2oz	2			310		53.5 lb	
Turkey Ham, Diced	CS	X			1oz	1oz	3		3	42		2 lb. 10oz	
							4		3	42		2 lb. 10oz	

“The Right Side”

When Service is Complete

	Portions Used Today					# Portions		Lbs, Cns, Ea. Etc...	
	M/MA	M/MA	M/MA	M/MA	M/MA				
1						180		22.5 lb.	
2						310		53.5 lb	
3	3					42		2 lb. 10oz	
4	3					42		2 lb. 10oz	

**Let's take a moment
to look at some
ingredient \ recipe
conversion.**

INGREDIENT \ RECIPE CONVERSION STEPS

- 1. Determine the measure for one portion of the main ingredient.**
- 2. Determine the measure of the main ingredient for portions to prepare.**
- 3. Adjust measure of the main ingredient to the unit of package.**
- 4. Adjust portions to prepare.**

How many ounces in pound?

- 16ozs in a pound

Number of portions recipes make?

Where do you find this information?

- Recipes

Conversion

Step 1

1. Determine the measure for one portion of the main ingredient.

Sloppy Joe on a Bun recipe yields 50 portions.

Recipe requires 8lbs 10oz of ground beef.

Determine measure in ounces:

$$8\text{lbs} \times 16\text{oz} = 128\text{oz} + 10\text{oz} = 138\text{oz}$$

Determine ounces per portion:

$$138 \div 50 = 2.76\text{oz per portion (p/p)}$$

Write 2.76 oz p/p on the recipe card. It will not change. You will need this much Ground Beef for each portion every time you prepare this recipe!!!

Source: MRS 2015

MRS: 791 – Sandwiches (700s)
SLOPPY JOE ON A BUN



MEAL COMPONENT CONTRIBUTION:

2 oz. eq. meat/meat alternate, 2 oz. eq. whole grains, 1/8 cup red/orange vegetable

NUMBER OF PORTIONS: 50 **SIZE OF PORTION:** 1 sandwich

RECIPE HACCP PROCESS: #2 - Same day service

MEAT/MEAT ALTERNATE : WHOLE GRAINS : VEGETABLES
(RED/ORANGE)

INGREDIENT	MEASURE (FOR 50 SERVINGS)
Beef, Ground, 80/20, #1001	2.76 oz p/p 8 pound(s) + 10 ounce(s)
Onions, Frozen, Diced, #1610	10 ounce(s)
Garlic Powder, #2709	1 tablespoon(s)
Paste, Tomato, #10 Can, #2825	1 pound(s)
Catsup, Tomato, Bulk, #2241	1 3/4 cup(s)
Water, Municipal, Mississippi	2 cup(s)
Vinegar, White, Bulk, #2260	1 cup(s) + 2 tablespoon(s)
Mustard, Powder, Dry, #2712	2 tablespoon(s)
Pepper, Black, Ground, #2718	1 tablespoon(s)
Sugar, Brown, #2024	2 tablespoon(s)
Bun, Hamburger, WGR, #1228	50 bun(s)

DIRECTIONS

- Brown ground beef and drain. Press draining beef to remove excess fat. After draining ground beef, return to pan to continue cooking.
- Add onions and granulated garlic. Cook for 5 minutes. Add tomato paste, catsup, water, vinegar, dry mustard, pepper, and brown sugar. Mix well and simmer for 25 - 30 minutes.
CCP: Heat to 160 degrees F or higher for 15 seconds at the completion of the cooking process.
- Pour 10 pounds 12 ounces (1 gallon) ground beef mixture into steamtable pan (12" x 20" x 2½"). For 50 servings, use 1 pan.
CCP: Hold and maintain product at a minimum temperature of 135 degrees F. Check temperature every 30 minutes.
- SANDWICH ASSEMBLY:**
 - Place 24 bottom portions of hamburger bun on bun pan, 4 down and 6 across.
 - Portion 1/3 cup (#12 scoop) of ground beef mixture onto bottom half of each roll.
 - Replace bun top.

Serve immediately or cover with aluminum foil wrap and place in warmer until ready for service.
- Portion 1 sandwich per serving. Each portion provides 2 oz. eq. meat/meat alternate, 2 oz. eq. whole grains and 1/8 cup red/orange vegetable.
CCP: Hold and maintain product at a minimum temperature of 135 degrees F. Check temperature every 30 minutes. Leftover unassembled ground beef mixture should be covered, labeled, and dated. Quick chill within 6 hours to 41 degrees or lower.

Conversion

Step 2

- 2. Determine the measure of the main ingredient for portions to prepare.**

Planned is 270 portions.

How much Ground Beef is needed?

$$270 \text{ portions} \times 2.76 \text{ oz p/p} = 745 \text{ oz}$$

$$745 \text{ oz} \div 16 \text{ oz} = 46.57 \text{ lbs} = (46 \text{ lb } 9 \text{ oz})$$

Conversion

Step 3

3. Adjust measure of main ingredient to pack measure.

The ground beef is packed in 10 lb bags or Stick

How many bags will be required?

4 bags = 40 lbs. Not enough.

5 bags = 50 lbs. More than enough.

Two options:

1. Use 4 bags (40lbs) and reduce portions to prepare.
2. Use 5 bags (50lbs) and increase portions to prepare.

Manager chooses option 2.

Conversion

Step 4

4. Adjust portions to prepare.

$$50\text{bs} \times 16\text{oz} = 800\text{oz.}$$

$$800\text{oz} \div 2.76 \text{ oz per portion} = 289 \text{ portions.}$$

289 portions can be prepared.

Planned portions is now 289.

What is the new working factor?

$$289 \div 50 = 5.78$$

5.78 is the new working factor.

Multiply all ingredients by the working factor.

Adjust Planned Portions to Prepare

LUNCH	
Chicken Tetrazzini	180
Sloppy Joe on a Slider	28
Chef Salad	9
Whole Grain Crackers	45
French Fries	400
California Veggies	100
Baby Carrots & Grape Tomatoes	100
Blushing Chilled Pears	350
Apple	250
Milk	300

Conversion

Step 1

1. Determine the measure for one portion of the main ingredient.

Chicken Tetrazzini recipe yields 100 portions.

Recipe requires 13 lbs and $\frac{1}{2}$ lbs of chicken.

Determine measure in ounces:

$$13 \frac{1}{2} \text{ lbs} \times 16\text{oz} = 216\text{oz}$$

Or

$$13.5 \text{ lbs} \times 16\text{oz} = 216\text{oz}$$

Determine ounces per portion:

$$216 \div 100 = 2.16\text{oz per portion (p/p)}$$

Write 2.16 oz p/p on the recipe card. It will not change. You will need this much Chicken for each portion every time you prepare this recipe!!!

Source: MRS 2015

MRS: 550 – Poultry (500s)

CHICKEN TETRAZZINI



MEAL COMPONENT CONTRIBUTION:

2 oz. eq. meat/meat alternate, 1 oz. eq. whole grain, 1/4 cup other vegetable

NUMBER OF PORTIONS: 100 SIZE OF PORTION: 6 ounces

RECIPE HACCP PROCESS: #2 - Same day service

MEAT/MEAT ALTERNATE : WHOLE GRAINS : VEGETABLES (OTHER)

INGREDIENT	MEASURE (FOR 100 SERVINGS)
Water, Municipal, Mississippi	6 gallon(s)
Salt, Table, #2219	1 tablespoon(s) + 1 teaspoon(s)
Pasta, Spaghetti, WGR, #2135	9 pound(s) + 8 ounce(s)
Pan Release Spray, Vegetable Oil, #2514	5 gram(s)
Onions, Yellow, Diced 1/4", Raw, #4009	3 pound(s)
Carrots, Fresh, Raw, Shredded, #4003	1 pound(s)
Celery, Fresh, Diced, #4005	1 pound(s)
Bell Peppers, Green, Whole, Fresh, #4104	12 ounce(s)
Milk, Reduced Fat, 2% Milkfat, Bulk	1 gallon(s) + 3 quart(s)
Soup, Cream of Chicken, Low Sodium, #2512	2 quart(s)
Salt, Table, #2219	1 teaspoon(s)
Mustard, Powder, Dry, #2712	1 teaspoon(s)
Pepper, White, Ground, #2720	1 tablespoon(s) + 1 teaspoon(s)
Garlic Powder, #2709	1 teaspoon(s)
Parsley, Dried, Chopped, #2717	1/4 cup(s)
Pimentos, Diced, Canned, #2817	1 pound(s)
Chicken, Diced, Cooked, IQF, #1019	2.16 oz p/p 13 pound(s) + 8 ounce(s)
Cheese, American, Grated/Shredded, #1307	12 ounce(s)
Cheese, Mozzarella, Shredded, #1307	12 ounce(s)

DIRECTIONS

- Boil water and salt in a steam-jacketed kettle or stock pot, then add spaghetti. Cook until al-dente (cooked just long enough to be still firm, and not too soft) for 10 - 12 minutes. Drain off liquid.
- Spray steam-jacketed kettle or large saucepan with pan release spray.
- Mix the onions, carrots, celery and bell peppers and add them to the steam-jacketed kettle or large saucepan. Sauté or steam vegetable mix, stirring frequently until tender.
- Add milk, cream of chicken soup, salt, dry mustard, white pepper, garlic powder, parsley, and pimento and stir until well blended. Cook for 3 minutes or till heated thoroughly.

Conversion

Step 2

- 2. Determine the measure of the main ingredient for portions to prepare.**

Planned is 180 portions.

How much Chicken is needed?

$$180 \text{ portions} \times 2.16 \text{ oz p/p} = 389 \text{ oz}$$

$$389 \text{ oz} \div 16 \text{ oz} = 24.31 \text{ lbs} = \underline{\underline{24 \text{ lbs } 5 \text{ oz}}}$$

3. Adjust measure of main ingredient to pack measure.

The chicken is packed in 5 lb bags. (#17 Pilgrim)

How many bags will be required?

4 bags = 20 lbs. Not enough.

5 bags = 25 lbs. More than enough.

Two options:

1. Use 4 bags and reduce portions to prepare.
2. Use 5 bags and increase portions to prepare.

Manager chooses option 2.

Conversion

Step 4

4. Adjust portions to prepare.

$$25\text{lbs} \times 16\text{oz} = 400\text{oz.}$$

$$400\text{oz} \div 2.16 \text{ oz per portion} = 185 \text{ portions.}$$

185 portions can be prepared.

Planned portions is now 185.

What is the new working factor?

$$185 \div 100 = 1.85$$

1.85 is the new working factor.

Multiply all ingredients by the working factor.



Adjust Planned Portions to Prepare

LUNCH

Chicken Tetrazzini	18
Sloppy Joe on a Slider	28
Chef Salad	9
Whole Grain Crackers	45
French Fries	400
California Veggies	100
Baby Carrots & Grape Tomatoes	100
Blushing Chilled Pears	350
Apple	250
Milk	300



Enter Actual Usage Amounts

Enter chicken production values

	9	10a		10b	11		12	13		14	15 Comments
	Leftover Portions Used Today	Food Prepared Today			Portions Prepared (9+10a)	Portions Served	Portions Stored	Portions Discarded			
		# Portions	Lbs, Cns, Ea. Etc...								
	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA		
1		185	25		185	176			9		
2		289	50 ^{Lbs}		289	288			1		
3	3	42	2 lb. 10oz		45	41		4		Use 8/12 before new.	
4	3	42	2 lb. 10oz		45						
5	3	42	1.5 lb.		45						
6	3	42	21 eggs		45						
7											
8											
9											
10											
11											
12											
13											

More Conversion Problems

**Lets do
a few
more
conversions
for
practice!**

Beefy Nachos

Spaghetti and Meat Sauce

Chili Cheese Corn Chips

Cheesy Burger Bake w\Tots

Conversion

Step 1

1. Determine the measure for one portion of the main ingredient.

Beefy Nachos Grande recipe yields 50 portions.

Recipe requires 8 ½ lbs of Ground Beef.

Determine measure in ounces:

$$8.5 \text{ lbs} \times 16 \text{ oz} = 136 \text{ oz}$$

Determine ounces per portion:

$$136 \div 50 = 2.72 \text{ oz per portion (p/p)}$$

Write 2.72 oz p/p on the recipe card. It will not change. You will need this much Ground Beef for each portion every time you prepare this recipe!!!



BEEFY NACHOS GRANDE



MEAT/MEAT ALTERNATE : WHOLE GRAINS : VEGETABLES
(OTHER)

MEAL COMPONENT CONTRIBUTION:

2 oz. eq. meat/meat alternate, 1 oz. eq. whole grain, 1/8 cup other vegetable

NUMBER OF PORTIONS: 50 **SIZE OF PORTION:** 2 ounces of meat, 2 ounces of cheese sauce, 1 ounce of chips

RECIPE HACCP PROCESS: #2 - Same day service

INGREDIENT	MEASURE (FOR 50 SERVINGS)
Beef, Ground, 80/20, #1001	2.72 oz 8 1/2 pound(s)
Spice Blend MS, Southwest, No Salt, #1735	1/2 cup(s)
Water, Municipal, Mississippi	1 quart(s)
Cheese Sauce, Regular, Bulk, #2256	1 #10 can(s)
Jalapenos, Peppers, Nacho, Sliced, #2810	2 ounce(s)
Chips, Tortilla, Light Salt, Bulk, #2125	3 pound(s) + 2 ounce(s)
Green Salad Mix, Iceberg, Carrot, Red Cabbage, #4012	2 1/2 pound(s)
Tomatoes, Whole, Red, Ripe, Raw, #4110	1 1/2 pound(s)

DIRECTIONS

1. Brown ground beef in a tilt skillet. Press draining beef to remove excess fat.
2. Add Southwest Spice Blend and water to the beef and combine until mixed.
3. Set cooked ground beef aside until cheese sauce is heated thoroughly.
CCP: Heat to 160 degrees F or higher for 15 seconds at the completion of the cooking process.
4. Pour cheese sauce in steamtable pan and heat thoroughly either in a steamer or a combi oven.
5. Add diced jalapeno peppers to cheese mixture, and stir to combine.
Or offer jalapeno peppers as a self serve item. Portion in 1 ounce cups. Nutrient analysis will need to be recalculated if the amount of jalapeno peppers is altered.
CCP: Heat to 155 degrees F or higher for 15 seconds at the completion of the cooking process.
6. To maintain best consistency, serve immediately or place in warmer until ready to use. Portion 2 ounces (1/4 cup) of meat with a #16 scoop and 2 ounces of cheese sauce over 1 ounce tortilla chips (approximately 9 chips) per serving. Using a #16 scoop (1/4 cup), add lettuce and tomato to side of chip and beef mixture. One portion provides 2 oz. eq. of meat/meat alternate, 1 oz. eq. of whole grain, and 1/8 cup of other vegetable.
CCP: Hold and maintain product at a minimum temperature of 135 degrees F. Check temperature every 30 minutes. Leftovers should be covered, labeled, and dated. Quick chill within 6 hours to 41 degrees F or lower.

Conversion

Step 2

- 2. Determine the measure of the main ingredient for portions to prepare.**

Planned is 440 portions.

How much Ground Beef is needed?

440 portions X 2.72oz p/p = 1197 oz

1197 oz ÷ 16oz = 74.81 lbs = 74lbs 13oz

3. Adjust measure of main ingredient to pack measure.

The ground beef is packed in 10 lb bags.

How many bags will be required?

7 bags = 70 lbs. Not enough.

8 bags = 80 lbs. More than enough.

Two options:

1. Use 7 bags and reduce portions to prepare.
2. Use 8 bags and increase portions to prepare.

Lets choose option 2.

Conversion

Step 4

4. Adjust portions to prepare.

$$80\text{bs} \times 16\text{oz} = 1280 \text{ oz.}$$

$$1280 \text{ oz} \div 2.72 \text{ oz per portion} = 471 \text{ portions.}$$

471 portions can be prepared.

Planned portions is now 471.

What is the new working factor?

$$471 \div 50 = 9.42$$

9.42 is the new working factor.

Multiply all ingredients by the working factor.

Conversion

Step 1

1. Determine the measure for one portion of the main ingredient.

Spaghetti & Meat Sauce recipe yields 100 portions.

Recipe requires 17 ½ lbs of Ground Beef.

Determine measure in ounces:

$$17.5\text{lbs} \times 16\text{oz} = 280\text{oz}$$

Determine ounces per portion:

$$280 \div 100 = 2.8\text{oz per portion (p/p)}$$

Write 2.8 oz p/p on the recipe card. It will not change. You will need this much Ground Beef for each portion every time you prepare this recipe!!!



SPAGHETTI AND MEAT SAUCE

MEAL COMPONENT CONTRIBUTION:

2 oz. eq. meat/meat alternate, 1 oz. eq. whole grain, 1/2 cup red/orange vegetable, 1/4 cup other vegetables

NUMBER OF PORTIONS: 100 SIZE OF PORTION: 1/2 cup of spaghetti, 2/3 cup sauce

RECIPE HACCP PROCESS: #2 - Same day service



MEAT/MEAT ALTERNATE : WHOLE GRAINS : VEGETABLES
(OTHER) : VEGETABLES (RED/ORANGE)

INGREDIENT	MEASURE (FOR 100 SERVINGS)
Beef, Ground, 80/20, #1001	2.8 oz p/p 17 1/2 pound(s)
Onions, Frozen, Diced, #1610	1 3/4 pound(s)
Peppers, Green, Diced, Frozen, #1613	1 3/4 pound(s)
Spice Blend MS, Italian, No Salt, #2734	1 1/2 cup(s)
Salt, Table, #2219	2 tablespoon(s)
Tomatoes, Diced, #10 Can, #2828	1 #10 can(s) + 6 cup(s)
Paste, Tomato, #10 Can, #2825	1 1/2 quart(s)
Sauce, Tomato, #10 Can, #2826	1 #10 can(s) + 1 quart(s)
Sauce, Worcestershire, Bulk, #2258	2/3 cup(s)
Water, Municipal, Mississippi	2 3/4 quart(s)
Water, Boiling, Municipal	3 1/2 gallon(s)
Pasta, Spaghetti, WGR, #2135	9 3/4 pound(s)
Pan Release Spray, Vegetable Oil, #2514	5 gram(s)

DIRECTIONS

1. Brown ground beef and drain. Press draining beef to remove excess fat.
2. Add onions and green peppers to ground beef mixture. Sauté beef mixture for 2 minutes or until onions are lightly browned.
3. Add Italian spice blend and salt. Blend well and add diced tomatoes, tomato paste, tomato sauce, Worcestershire sauce, and water.
4. Bring this mixture to a boil and lower to a simmer and cook the spaghetti sauce for 1 hour stirring occasionally to prevent sticking.

CCP: Heat to 160 degrees F or higher for 15 seconds at the completion of the cooking process.

5. Boil water and cook pasta until until al-dente (cooked just long enough to be still firm, and not too soft), according to directions on the package. DO NOT OVERCOOK.
6. Divide mixture equally into medium half-steamtable pans (10" x 12" x 4") which have been lightly sprayed with pan release spray. For 100 servings, use 6 pans.

Conversion

Step 2

- 2. Determine the measure of the main ingredient for portions to prepare.**

Planned is 625 portions.

How much Ground Beef is needed?

625 portions X 2.8oz p/p = 1750 oz

1750 oz ÷ 16oz = 109.38 lbs = **109lbs 6oz**

3. Adjust measure of main ingredient to pack measure.

The ground beef is packed in 10 lb bags.

How many bags will be required?

10 bags = 100 lbs. Not enough.

11 bags = 110 lbs. More than enough.

Two options:

1. Use 10 bags and reduce portions to prepare.
2. Use 11 bags and increase portions to prepare.

Manager chooses option 1.

Conversion

Step 4

4. Adjust portions to prepare.

$$100\text{lbs} \times 16\text{oz} = 1600 \text{ oz.}$$

$$1600 \text{ oz} \div 2.8 \text{ oz per portion} = 571 \text{ portions.}$$

571 portions can be prepared.

Planned portions is now 571.

What is the new working factor?

$$571 \div 100 = 5.7$$

5.7 is the new working factor.

Multiply all ingredients by the working factor.

Conversion

Step 1

1. Determine the measure for one portion of the main ingredient.

Chili Cheese Corn Chips recipe yields 80 portions.

Recipe requires 12 lbs of Ground Beef.

Determine measure in ounces:

$$12 \text{ lbs} \times 16 \text{ oz} = 192\text{oz}$$

Determine ounces per portion:

$$192 \div 80 = 2.4 \text{ oz per portion (p/p)}$$

**Write 2.4 oz p/p on the recipe card. It will not change.
You will need this much Ground Beef for each portion
every time you prepare this recipe!!!**

CHILI CHEESE CORN CHIPS



MEAL COMPONENT CONTRIBUTION:

3 oz. eq. meat/meat alternate, 1 oz. eq. whole grain, 1/8 cup red/orange vegetable, 1/8 cup other vegetable

NUMBER OF PORTIONS: 80 **SIZE OF PORTION:** 1/2 cup of chili and 1 ounce of corn chips

RECIPE HACCP PROCESS: #2 - Same day service

MEAT/MEAT ALTERNATE : WHOLE GRAINS : VEGETABLES
(OTHER) : VEGETABLES (RED/ORANGE)

INGREDIENT	MEASURE (FOR 80 SERVINGS)
Beef, Ground, 80/20, #1001	12 pound(s)
Onions, Frozen, Diced, #1610	1 pound(s)
Peppers, Green, Diced, Frozen, #1613	1 pound(s)
Cumin Seed, Ground, #2706	1 tablespoon(s)
Spice Blend MS, Southwest, No Salt, #2735	1/2 cup(s) + 1 tablespoon(s)
Sauce, Tomato, #10 Can, #2826	1 quart(s) + 3 cup(s)
Water, Municipal, Mississippi	1 quart(s)
Tomatoes, Crushed, #10 Can, #2827	1 quart(s) + 3 cup(s)
Chili Powder, #2703	1/4 cup(s) + 2 tablespoon(s)
Corn Chips, Bulk, #2124	5 pound(s)
Cheese, Cheddar, Low Fat, Shredded, USDA	5 pound(s)

DIRECTIONS

1. Brown ground beef and drain in colander. Press draining beef to remove excess fat. After draining ground beef, return to pan to continue cooking. Add onions and peppers and sauté until onions and peppers are tender.
2. Mix in spices and cook for 5 minutes.
Stir in tomato sauce, water and crushed tomatoes. Bring to a boil, then reduce to a simmer and cook for 30-40 minutes until mixture is thickened.
CCP: Heat to 160 degrees F or higher for 15 seconds at the completion of the cooking process.
3. Weight 1 ounce of corn chips to determine serving size.
Portion 1 ounce of corn chips in container. Top with 4 ounces of chili and 1 ounce grated cheese per serving. Each portion provides 3 oz. eq. meat/meat alternate, 1 oz. eq. whole grain, 1/8 cup red/orange vegetable, and 1/8 cup other vegetable.

CCP: Hold and maintain product at a minimum temperature of 135 degrees F. Check temperature every 30 minutes. Discard any leftovers.

Conversion

Step 2

- 2. Determine the measure of the main ingredient for portions to prepare.**

Planned is 625 portions.

How much Ground Beef is needed?

$$625 \text{ portions} \times 2.4 \text{ oz p/p} = 1500 \text{ oz}$$

$$1500 \text{ oz} \div 16 \text{ oz} = 93.75 \text{ lbs} = 93 \text{ lbs } 12 \text{ oz}$$

3. Adjust measure of main ingredient to pack measure.

The ground beef is packed in 10 lb bags.

How many bags will be required?

9 bags = 90 lbs. Not enough.

10 bags = 100 lbs. More than enough.

Two options:

1. Use 9 bags and reduce portions to prepare.
2. Use 10 bags and increase portions to prepare.

Lets choose option 1.

Conversion

Step 4

4. Adjust portions to prepare.

$$90 \text{ lbs} \times 16\text{oz} = 1440 \text{ oz.}$$

$$1440 \text{ oz} \div 2.4 \text{ oz per portion} = 600 \text{ portions.}$$

600 portions can be prepared.

Planned portions is now 600.

What is the new working factor?

$$600 \div 80 = 7.5.$$

7.5 is the new working factor.

Multiply all ingredients by the working factor.

Conversion

Step 1

1. Determine the measure for one portion of the main ingredient.

Cheesy Burger Bake w\Tots recipe yields 40 portions.

Recipe requires 8 lbs of Ground Beef.

Determine measure in ounces:

$$8\text{lbs} \times 16\text{oz} = 128\text{oz}$$

Determine ounces per portion:

$$128 \div 40 = 3.2\text{oz per portion (p/p)}$$

Write 3.2 oz p\p on the recipe card. It will not change. You will need this much Ground Beef for each portion every time you prepare this recipe!!!

CHEESY BURGER BAKE WITH TOTS



MEAL COMPONENT CONTRIBUTION:

2 1/2 oz. eq. meat/meat alternate, 1/2 cup serving red/orange vegetable, 1/2 cup serving starchy vegetable

NUMBER OF PORTIONS: 40 **SIZE OF PORTION:** 3/4 cup

RECIPE HACCP PROCESS: #2 - Same day service



MEAT/MEAT ALTERNATE : VEGETABLES (STARCHY):
VEGETABLES (RED/ORANGE)

INGREDIENT	MEASURE (FOR 40 SERVINGS)
Beef, Ground, 80/20, #1001	8 pound(s)
Onions, Frozen, Diced, #1610	1 pound(s)
Paste, Tomato, #10 Can, #2825	6 1/2 cup(s)
Water, Municipal, Mississippi	3 quart(s)
Mustard, Powder, Dry, #2712	1 1/2 tablespoon(s)
Pepper, Black, Ground, #2718	2 teaspoon(s)
Catsup, Tomato, Bulk, #2241	1 1/2 cup(s)
Vinegar, White, Bulk, #2260	1 2/3 cup(s)
Sugar, Brown, #2024	1 ounce(s)
Cheese, Cheddar, Low Fat, Shredded, USDA	1 pound(s) + 1/2 pound(s)
Potatoes, Nugget Shaped, #1618	7 pound(s)

DIRECTIONS

- Brown ground beef and drain. Press drained beef to remove excess fat. Add onion. Continue cooking for 5 minutes or until onion is tender.
- Mix tomato paste, water, seasonings, ketchup, vinegar, and brown sugar. Add mixture to ground beef and simmer for 10 to 15 minutes.
CCP: Heat to 160 degrees F or higher for 15 seconds at the completion of the cooking process.
- Let cool slightly and fold in cheese. Pour 2 quarts into full size 2 1/2-inch deep serving pans. For 40 servings use 1 serving pan.
- Layer 2 1/2 quarts of potato nuggets in single layer on top of each pan.
Bake at 350 degrees F for 25 minutes or until tater tots are done and have been slightly browned.
CCP: Heat to 165 degrees F or higher for 15 seconds at the completion of the cooking process.
- Portion a 6 ounce spoodle (3/4 cup) per serving. Each portion provides 2 1/2 oz. eq. of meat/meat alternate, 1/2 cup serving of starchy vegetable, and 1/2 cup serving of red/orange vegetable.
CCP: Hold and maintain product at a minimum temperature of 135 degrees F. Check temperature every 30 minutes. Leftovers should be covered, labeled, and dated. Quick chill within 6 hours to 41 degrees F or lower.

Conversion

Step 2

2. Determine the measure of the main ingredient for portions to prepare.

Planned is 535 portions.

How much Ground Beef is needed?

535 portions X 3.2 oz p/p = 1712 oz

1712 oz ÷ 16oz = 107.00 lbs

3. Adjust measure of main ingredient to pack measure.

The ground beef is packed in 10 lb bags.

How many bags will be required?

10 bags = 100 lbs. Not enough.

11 bags = 110 lbs. More than enough.

Two options:

1. Use 10 bags and reduce portions to prepare.
2. Use 11 bags and increase portions to prepare.

Lets choose option 1.

Conversion

Step 4

4. Adjust portions to prepare.

$$100 \text{ lbs} \times 16\text{oz} = 1600 \text{ oz.}$$

$$1600 \text{ oz} \div 3.2 \text{ oz per portion} = 500 \text{ portions.}$$

500 portions can be prepared.

Planned portions is now 500.

What is the new working factor?

$$500 \div 40 = 12.5$$

12.5 is the new working factor.

Multiply all ingredients by the working factor.



Enter Production Data

9 Laflover Portions Used Today	10a Food Prepared Today		10b Lbs, Cns, Etc., Etc...		11 Portions Prepared (9-10oz)		12 Portions Served		13 Portions Stored		14 Portions Discarded		15 Comments
	# Portions		M/MA M/MA		M/MA M/MA		M/MA M/MA		M/MA M/MA		M/MA M/MA		
	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	
1			205	35 LBS	205	196					9		
2			289	50 LBS	289	288					1		
3	3		42	2 lb. 10oz	45		41		4			Use 8/12 before new.	
4	3		42	2 lb. 10oz	45								
5	3		42	1.5 lb.	45								
6	3		42	21 eggs	45								
7													
8													
9													
10													
11													
12													
13													
	V	V	V	V	V	V	V	V	V	V	V	V	
14			460	84 lb.	460	453					7		
15			180	6.75 lb.	180	177					3		
16			100	21.25 lb	100	96					4		
17			100	6.25 qts	100	89		11				Use in chef salad 8/12	
18			100	6.25 qts	100								
19	3		42	5 lbs	45								
20	3		42	6.75 lb.	45								
21	3		42	3.5 lb.	45								
22													
23													
24													
25													
	F	F	F	F	F	F	F	F	F	F	F	F	
26			354	3 cs (118ct)	354	321			33				Use 8/12
27			350	14 - #10	350	318			32				Use 8/12
28			280	2 1/4 cases	280	252			28				Use 8/12
29	18		350	5 cases	368	321			47				Use 8/12
30													
31													
32													
33													
34													
35													
	G	G	G	G	G	G	G	G	G	G	G	G	
36			335	1 Case	335	321					14		
37			335	4 1/2 Lbs	335	321					14		
38			180	17 1/2 Lbs	180	180							
39			289	24 Plgs	289	286					3		K-8 = 180 portions 9-12 (2ea) 53 portions
40			50	50 Pkgs	50	50							
41	15		324	1.5 cases	339	335					4		
42			339	1.75 cases	339	335					4		
43			50	50 pkts	50	50							
44													
45													

Additional Foods:

Chicken Patty, Bkfst - 1 1/4 Cases
 Soup, Cream of Chicken - 1 CN
 Ketchup PC - 2 BX
 Ranch Dressing PC - 2 BX
 Mayonnaise LF PC - 1 BX

Onions 6lbs
 Celery 2lbs
 Carrots 2lbs
 Bell Peppers 2lbs

Great Managers

➤ **Complete production records daily.**

➤ *Meals may not be reimbursed if production records are incomplete.*

➤ **Have the ‘Left Side’ completed a week in advance, using pencil so adjustments may be entered.**

➤ *Neatness counts, but completeness will win this contest!!!*

➤ **Keep production records for 3 years plus current year.**

➤ **Ask their Director to review the production records when they visit.**

➤ **Keep Production Records on site! ! !** **137**

➤ *Don't take them home to work on.*



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Marketing, Merchandising and Customer Service

Module 5

MARKETING SCHOOL NUTRITION PROGRAMS

Objective:

Understand the importance of using marketing for promotion of the school nutrition program and creating interest in school meals.





FOUR FUNDAMENTAL PRINCIPLES OF MARKETING

Product

Price

Place

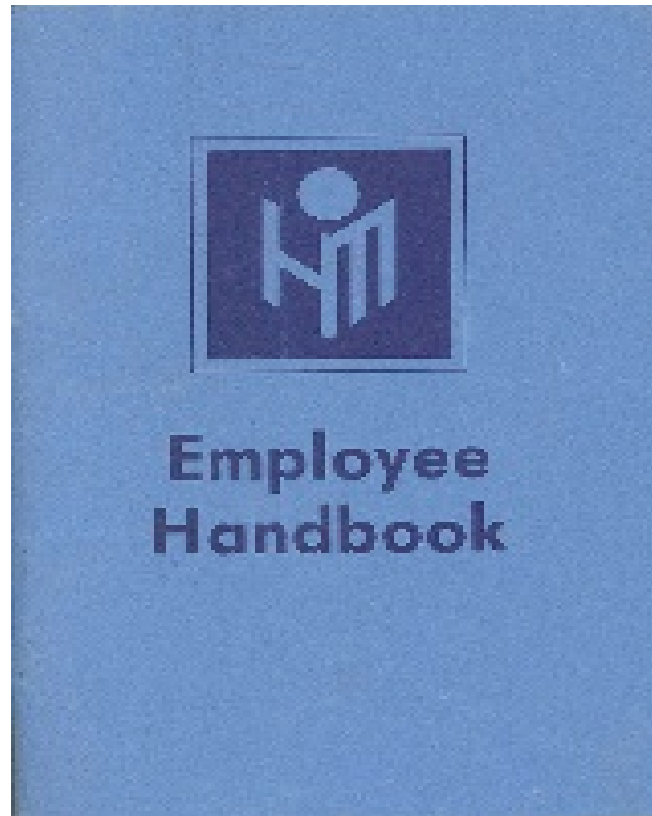
Promotion

MANAGING EMPLOYEES

MODULE 6

- **Chain of Command**
- **Policy: Deliberate system of principles to guide decisions and achieve program goals**

Where is your employee handbook?





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EMPLOYEE SAFETY

Objective: Understand the principles of keeping employees safe while at work.



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KITCHEN ACCIDENTS

Cuts

Burns

Falls

Back strains



GENERAL SAFETY RULES

- **Report every injury at once for first aid**
- **Complete all forms required by the District**
- **Report all unsafe conditions**
- **Know the safe way to do things**
- **Always look where you are going**
- **Pay attention to where you are and what is around**
- **Walk, do not run**
- **Wear safe, sensible clothing for your work**



PROPER LIFTING TECHNIQUES

1. Size up the load

1. Lift

2. Move

3. Get set and lower





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WORKPLACE SECURITY



EMERGENCY PREPAREDNESS OBJECTIVE

Objective: Define the manager's role in emergency preparedness.

PURPOSES OF COMMUNICATION

To inform

To instruct

To persuade

To entertain

To stimulate to action





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BARRIERS TO COMMUNICATION

Prejudice

Emotion

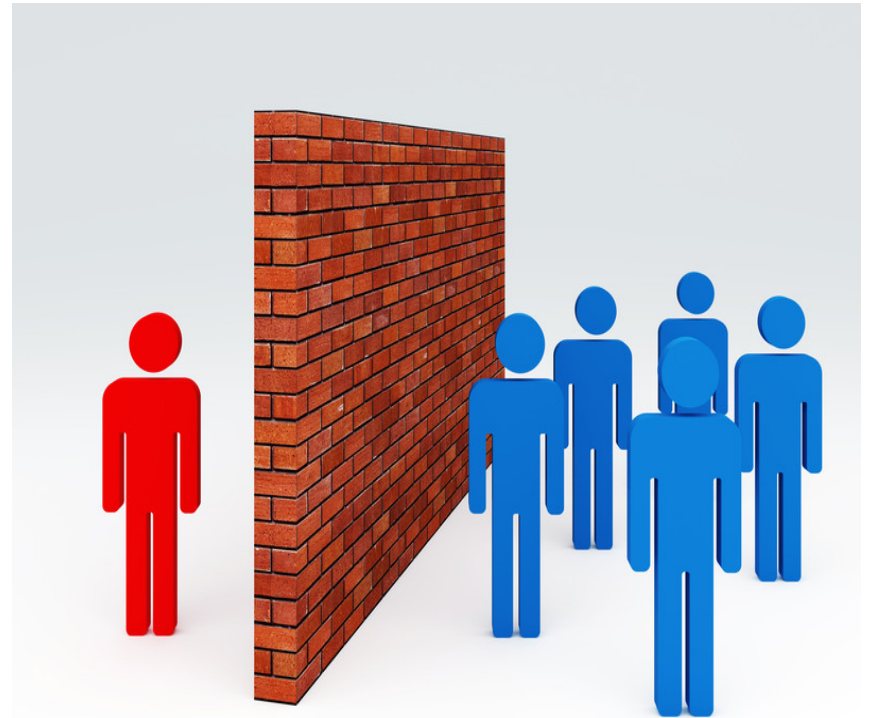
Language

Attitude

Distraction

Noise

Personality



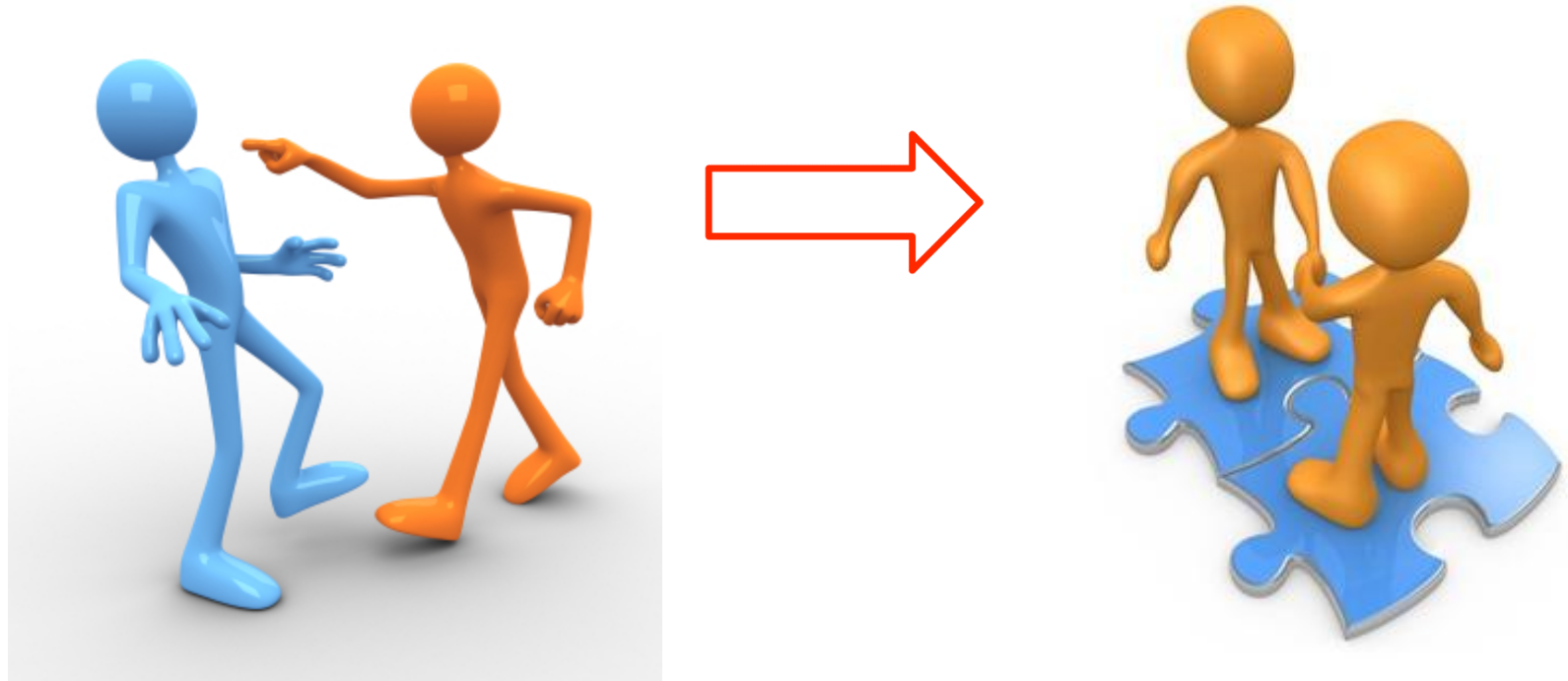


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CONFLICT RESOLUTION

OBJECTIVE: IDENTIFY TECHNIQUES FOR RESOLVING CONFLICT IN THE WORKPLACE.





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DEALING WITH DIFFICULT EMPLOYEES

As a manager, the following behaviors will assist you in dealing with difficult employees.

- **Listen.**
- **Be patient.**
- **Stay calm-do not get angry.**
- **Be confident.**
- **Avoid arguing.**
- **Don't blame—problem solve.**

COMPONENTS OF COMPASSION

- 1. Respect and Caring: caring, respect, and empathy toward others.**
- 2. Empathy: an understanding of the emotional state of another.**
- 3. Committed Caring: willingness to act on your compassionate feelings.**
- 4. Benefitting Other: being benevolent without any thought of gain.**



Evaluating Employee Performance

BASIC PERFORMANCE STANDARDS

- Reports to work on time and is rarely absent.
- Carries out responsibilities without being reminded.
- Completes assigned work on time.
- Participates in problem solving.
- Cooperates in emergency situations.
- Views work seriously and strives for good results.
- Cooperates to achieve work-related goals.
- Rating should be based on specifics that are measurable.





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GENERAL SESSIONS

- Laboratory
 - Weights and Measures
 - Portion Control
- Feeding Children with Special Needs



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QUESTIONS/CONTACT INFO



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