

Summer Food Service Program

Sponsor Training Part 4: Meal Service Production



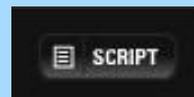
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SFSP Sponsor Training Part 4: Meal Service Production

This online training contains audio narration. Please adjust the volume on your speakers or headsets to the desired level before continuing.



To read the script with the narration, click on the “script” icon in the lower right-hand corner.



Helpful Information

- **Nutrition Guidance Manual**
- **The Food Buying Guide for Child Nutrition Programs**
- **Training PowerPoint**

Training Topics

- **Purchasing**
- **Sanitation and Food Safety**

Food Buying Guide

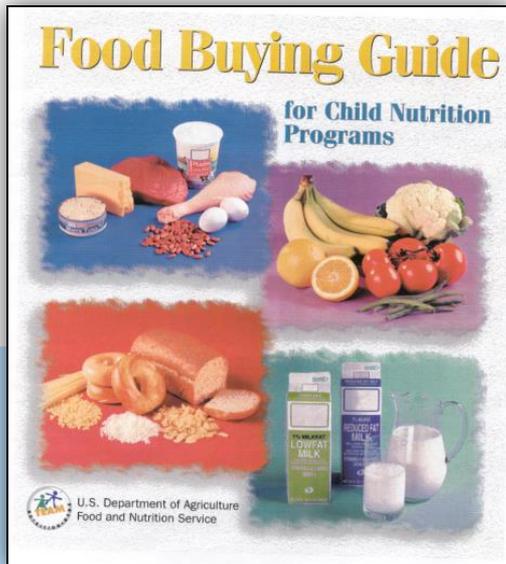
Food Buying Guide (FBG)

- ✓ Essential piece in planning meals and production
- ✓ Provides food yields

The FBG is on the USDA website.

Updates are posted at:

<http://www.fns.usda.gov/tn/resource-library>



Food Buying Guide Online Calculator

- Check it out at: <http://fbg.nfsmi.org/>

If you need to add more food items, select **Add More Items**. To edit a food item on your Shopping List, click **Edit** to the right of the food item entry. To remove a food item on your Shopping List, click **Remove** to the right of the food item.

If you are finished, select **Print List** or **Email List**

Print or Email your shopping list before exiting the Calculator or your browser! It will not be saved.

Shopping List

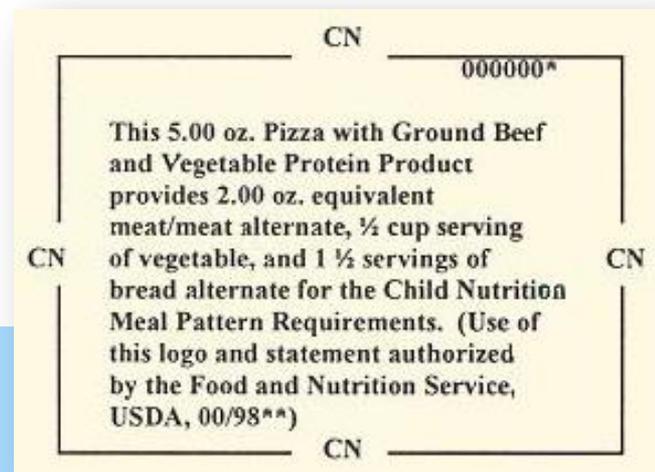
Item	Servings	Size	Food Item (AP)	Serving Description (EP)	Exact Qty	Purchase Qty	Purchase Unit	Select
1	50	2 oz	Chicken boneless, fresh or frozen, tenders, tenderloins (boneless, chicken breast pieces without skin)	cooked chicken meat	8.56	8.75	lb	Remove Edit
2	50	1/4 cup	Salsa, canned, chunky, commercial, (all vegetable ingredients plus a minor amount of spices)	chunky salsa	0.78	1.00	gallon (8 lb 10 oz)	Remove Edit
3	50	1 serving	Taco/Tostada Shells (Group B)	taco or tostada shells (2 shells)	8.33	9.00	dozen	Remove Edit
4	50	1/2 cup	Grapes, fresh, seedless, whole, with stem	ready-to-serve raw grapes	9.52	9.75	lb	Remove Edit
5	50	1 cup	Milk, fluid, skim or nonfat milk, lowfat milk, reduced fat milk, whole milk, lactose-reduced milk, lactose-free milk, buttermilk, acidified milk	fluid milk	50.00	50.00	1/2 pint (8 fl oz)	Remove Edit

Child Nutrition (CN) Labels

Voluntary Federal labeling program for Child Nutrition Programs.

Provides information on how a product contributes to the meal pattern requirements.

If you purchase a product that does not have a CN label, you must obtain a food manufacturer's specification sheet.



Recipes

Begin with a standardized recipe:

- ✓ Must list all ingredients with measures.
- ✓ Must provide the number of portions it makes.

Next, analyze recipe to determine contribution to meal pattern

- ✓ See FBG, Appendix A.

Having standardized recipes makes it easy to plan the menu and production.

<http://healthymeals.nal.usda.gov/recipes>

Recipes

***What's Cooking? USDA Mixing Bowl* includes:**

- ✓ Advanced search filter options by specific USDA programs, course, cooking equipment and cuisine.
- ✓ “Themed” nutrition focus searching in areas specific to food groups and nutrients.
- ✓ Nutrition information for many recipes.
- ✓ Access to the USDA Foods Fact Sheets and corresponding recipes.
- ✓ Quantity recipes for USDA programs or to feed larger crowds.
- ✓ Option to select recipes to create a personal cookbook to print or download.

www.whatscooking.fns.usda.gov/

Grain/Bread Chart & Crediting

Found in Reference Section of the Nutrition Guidance Manual and on pages 3-15 of the Food Buying Guide.

Helps you to determine the serving size of a grain product to meet minimum portion size requirements without analyzing a recipe – required for purchased items that do not or are not eligible to have a CN label.



Purchasing Food & Nonfood Supplies

Requirements:

- ✓ Competitive purchasing practices are to be followed when purchases of food and non-food supplies are at or below \$150,000.
- ✓ Keep a log of contacts with vendors to show competitive purchasing.

When purchases exceed \$150,000 - formal bid procedures must be followed:

- ✓ Solicit bidders through Invitations for Bid.
- ✓ Bids are sealed/opened publicly.
- ✓ Results in a fixed price contract.
- ✓ Contract awarded to the responsive/responsible bidder lowest in price.
- ✓ No negotiations.

Purchasing Food & Nonfood Supplies

Remember to:

- ✓ Consider minority vendors.
- ✓ Buy American:
- ✓ Include the Certification Statement – \$25,000 threshold Suspension/Debarment

Additional Resource

- ✓ Nutrition Guidance Manual

Sanitation and Food Safety

- **Notify your health department prior to the start of your SFSP operation via mail or e-mail. Document correspondence you have with them.**
- **Include sanitation and food safety training during your annual operational training that is required for ALL employees and/or volunteers that have food service responsibilities.**
- **Utilize the information provided in the Nutrition Guidance Manual for Sponsors.**
- **Consider inviting a local sanitarian to your training and/or send appropriate personnel to a Serve Safe course.**

<http://www.fns.usda.gov/food-safety/food-safety>

Sanitation and Food Safety

- **Provide employees/volunteers with what they need to follow the rules on a daily basis.**
- **Post signs with a list of good sanitation practices.**
- **Post instructions for manual washing and preparing sanitizing solutions.**
- **Closely monitor to ensure that proper sanitation and food safety practices are followed.**

Reminders

Complete Production Records/Worksheets to document meals/snacks.

The Food Buying Guide is an essential piece in planning meals and production.

Follow informal or formal purchasing procedures.

Remember Sanitation and Food Safety.

Thank You!

SFSP Assessment & Evaluation

Credit for this training is determined by your completion of the assessment.



[Click here](#) to take the assessment.

Completing the training assessment is mandatory!