

# APPENDIX A

## *Checklist, Decision Guide, and Practice Exercise for Verification Phase*

## Checklist for Reviewing Recipes During Recipe Verification Phase of Recipe Standardization Process

Review Step	Questions	Yes	No	N/A	Action Needed
Title	Does the title reflect content?				
	Is title appealing to customers?				
Recipe category	Are recipes organized by USDA meal pattern or operation-defined category?				
Ingredients	Are all the ingredient names clear?				
	Are the ingredients listed in the order they are used?				
	Does each ingredient name indicate product type/form (i.e., fresh, frozen, canned [drained, packed in syrup, packed in juice], dried, dehydrated, cooked)?				
	Does each ingredient name indicate the pre-preparation technique to be applied to the ingredient (i.e., peeled, sliced, chopped, diced, grated, minced) and size, if applicable (¼ in., ½ in.)?				
Weight or volume	Is there a weight or volume listed for each ingredient?				
Instructions (directions)	Do the written instructions (directions) clearly describe exactly what needs to be done to prepare the recipe?				

N/A = Not Applicable

Review Step	Questions	Yes	No	N/A	Action Needed
Cooking temperature and time	Is the cooking temperature stated on the recipe?				
	Is the cooking time stated on the recipe?				
Serving size	Is the serving size stated on the recipe?				
	Is the serving weight given?				
	Are directions given for how to divide the product into individual servings?				
Recipe yield	Is the recipe yield indicated?				
Equipment	If preparation equipment is needed, is it indicated?				
	Is the cooking equipment indicated?				
	Is the serving utensil listed?				

N/A = Not Applicable

## Decision Guide for Checklist for Reviewing Recipes During Recipe Verification Phase of Recipe Standardization Process

Review Step	Questions	Yes	No	N/A	Action Needed
Title	Does the title reflect content?				<ul style="list-style-type: none"> <li>◆ If yes, leave the title as listed, move to next title question.</li> <li>◆ If no, consider new title.</li> </ul>
	Is the title appealing to customers?				<ul style="list-style-type: none"> <li>◆ If yes, leave title as listed, move to next review step.</li> <li>◆ If no, consider alternate title to be used on menu.</li> </ul>
Recipe category	Are the recipes organized by USDA meal pattern or operation-defined category?				<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, identify recipe category on recipe.</li> </ul>
Ingredients	Are all the ingredient names clear?				<ul style="list-style-type: none"> <li>◆ If yes, move to next ingredient question.</li> <li>◆ If no, rewrite ingredient name.</li> </ul>
	Are the ingredients listed in the order they are used?				<ul style="list-style-type: none"> <li>◆ If yes, move to next ingredient question.</li> <li>◆ If no, change order so ingredients are listed in order used.</li> </ul>
	Does each ingredient name indicate product type/form (i.e., fresh, frozen, canned [drained, packed in syrup, packed in juice], dried, dehydrated, cooked)?				<ul style="list-style-type: none"> <li>◆ If yes, move to next ingredient question.</li> <li>◆ If no, add product type information to ingredient name.</li> </ul>
	Does each ingredient name indicate the pre-preparation technique to be applied to the ingredient (i.e., peeled, sliced, chopped, diced, grated, minced) and size, if applicable (¼ in., ½ in.)?				<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, indicate the preparation technique to the ingredient name.</li> </ul>
Weight or volume	Is there a weight or volume listed for each ingredient?				<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, indicate weight (preferred) or volume for each ingredient.</li> </ul>
Instructions (directions)	Do the written instructions (directions) clearly describe exactly what needs to be done to prepare the recipe?				<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, write specific directions for preparing the recipe.</li> </ul>

N/A = Not Applicable

Review Step	Questions	Yes	No	N/A	Action Needed
Cooking temperature and time	Is the cooking temperature stated on the recipe?				<ul style="list-style-type: none"> <li>◆ If yes, move to next cooking temperature and time question.</li> <li>◆ If no, write down the cooking temperature.</li> </ul>
	Is the cooking time stated on the recipe?				<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, write cooking time on the recipe.</li> </ul>
Serving size	Is the serving size stated on the recipe?				<ul style="list-style-type: none"> <li>◆ If yes, move to next serving size question.</li> <li>◆ If no, the serving size will need to be determined when the recipe is prepared as part of the justification phase and written on recipe.</li> </ul>
	Is the serving weight given?				<ul style="list-style-type: none"> <li>◆ If yes, move to next serving size question.</li> <li>◆ If no, the serving size weight will need to be determined when the recipe is made during the justification phase and written on recipe.</li> </ul>
	Are directions given for how to divide the product into individual servings?				<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, write the directions for portioning the product.</li> </ul>
Recipe yield	Is the recipe yield indicated?				<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, the yield will need to be determined when the recipe is made during the justification phase and written on recipe.</li> </ul>
Equipment	If preparation equipment is needed, is it indicated?				<ul style="list-style-type: none"> <li>◆ If yes, move to next equipment question.</li> <li>◆ If no, write down what size pan should be used.</li> </ul>
	Is the cooking equipment indicated?				<ul style="list-style-type: none"> <li>◆ If yes, move to next equipment question.</li> <li>◆ If no, write down which piece(s) of equipment should be used.</li> </ul>
	Is the serving utensil listed?				<ul style="list-style-type: none"> <li>◆ If yes, review is complete.</li> <li>◆ If no, indicate the serving utensil.</li> </ul>

N/A = Not Applicable

### Practice Exercise for Recipe Verification

A school foodservice operation is using the following recipe for their middle and high school students. Use the checklist to review this recipe and make recommendations for improvements needed.

### Jane's Rice Casserole

<p>HS</p> <p>4 1/2 lb 10 # 1 can 6 cups 3 1/4 lb 1/2 cup to taste</p>	<p>MS</p> <p>Rice 5 # 1/2 can 3 cups 1 2/3 lb 1/4 cup to taste</p>
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2 1/4 lb

Mix Together  
Bake 350 for 1 hour

Pour into small pans that have been greased.

1 1/2 cup bread crumbs, 1/4 cup butter - Put on top

Review Step	Questions	Yes	No	N/A	Action Needed
Title	Does the title reflect content?		X		Consider more descriptive title, such as "Broccoli, Rice, and Cheese Casserole"; because broccoli is the predominant ingredient, its name should go first in the title.
	Is title appealing to customers?		X		Consider more appealing title, such as "Broccoli, Rice, and Cheese Casserole."
Recipe Category	Are recipes organized by USDA meal pattern or operation-defined category?		X		Indicate recipe category; because of amount of vegetable in this recipe, the category likely would be a "vegetable" recipe.

Review Step	Questions	Yes	No	N/A	Action Needed
Ingredients	Are all the ingredient names clear?		X		Clarify name for "Mush soup"; change to "Cream of Mushroom soup."
	Are the ingredients listed in the order they are used?	X			No change needed because ingredients are listed in order.
	Does each ingredient name indicate product type/form (i.e., fresh, frozen, canned [drained, packed in syrup, packed in juice], dried, dehydrated, cooked)?		X		Ingredient type/form might be specified as: <ul style="list-style-type: none"> <li>◆ Broccoli—cuts, frozen</li> <li>◆ Rice—long-grain, cooked</li> <li>◆ Milk—reconstituted, skim</li> <li>◆ Cheese—American</li> <li>◆ Onion—dehydrated</li> </ul>
	Does each ingredient name indicate the pre-preparation technique to be applied to the ingredient (i.e., peeled, sliced, chopped, diced, grated, minced) and size, if applicable (¼ in., ½ in.)?		X		Pre-preparation information might be specified as: <ul style="list-style-type: none"> <li>◆ Cheese—grated</li> <li>◆ Onion—minced</li> <li>◆ Butter—melted</li> </ul>
Weight or volume	Is there a weight or volume listed for each ingredient?		X		Specify the exact amount of salt needed; do not leave as "to taste" Suggested quantities might be 1 tsp with the 4½ lb rice mixture and ½ tsp with the 2¼ lb rice mixture. Specify can size for soup.
Instructions (directions)	Do the written instructions (directions) clearly describe exactly what needs to be done to prepare this recipe?		X		Write specific directions; suggested directions might be as follows: <ul style="list-style-type: none"> <li>◆ Combine rice, broccoli, undiluted soup, milk, cheese, onion, and salt.</li> <li>◆ Spray vegetable pan spray on 12"x20"x2½" steam table pan(s).</li> <li>◆ Spread 12¼ lb of mixture into one steam table pan.</li> <li>◆ Mix bread crumbs and melted butter.</li> <li>◆ Sprinkle 1¾ cups of bread crumb mixture on each pan.</li> </ul>
Cooking temperature and time	Is the cooking temperature stated on the recipe?		X		Cooking temperature is listed. Final internal temperature could be added.
	Is the cooking time stated on the recipe?	X			No change needed because cooking time is listed.

Review Step	Questions	Yes	No	N/A	Action Needed
Serving size	Is the serving size stated on the recipe?		X		Specify serving size; for this recipe, suggested serving size might be $\frac{1}{3}$ cup.
	Is the serving size weight given?		X		Determine serving size weight when making recipe during the verification phase.
	Are directions given for how to divide the product into individual servings?		X		Specify portioning directions; for this recipe, portioning directions might be to portion with a No. 12 scoop.
Recipe yield	Is the recipe yield indicated?		X		Determine recipe yield when making recipe during the verification phase.
Equipment	Is a pan size indicated?		X		Specify pan size; for this recipe, suggested pan size might be 12" x 20" x 2 $\frac{1}{2}$ ".
	If preparation equipment is needed, is it indicated?			X	No preparation equipment is needed.
	Is the cooking equipment indicated?		X		Indicate whether to cook in a conventional or convection oven.
	Is the serving utensil listed?		X		Indicate the serving utensil; for this recipe, suggested serving utensil might be a No. 12 scoop.

## Sample Recipe, Standardized

**Recipe name:** Broccoli, Rice, and Cheese Casserole

**Recipe category:** Vegetable

**Serving size:**  $\frac{1}{3}$  cup (3.7 oz.)

Ingredients	50 Servings	100 Servings	Directions
Rice, long-grained, cooked	2 lb 4 oz	4 lb 8 oz	<ol style="list-style-type: none"> <li>1. Combine rice, broccoli, undiluted soup, milk, cheese, onion, and salt.</li> <li>2. Spray vegetable pan spray on steam table pans (12" x 20" x 2<math>\frac{1}{2}</math>").</li> <li>3. Spread 12 lb 4 oz of mixture into each pan.</li> <li>4. Mix bread crumbs and melted butter.</li> <li>5. Sprinkle 1<math>\frac{3}{4}</math> cups of bread cumb mixture over each steam table pan.</li> <li>6. Bake at 350°F in convection oven for 1 hour until browned and bubbling to an internal temperature of at least 165°F for 15 seconds.</li> <li>7. Use a No. 12 scoop/disher to portion.</li> </ol>
Broccoli, cuts, frozen, steamed	5 lb	10 lb	
Cream of Mushroom Soup, undiluted	$\frac{1}{2}$ 46-oz can	1 46-oz can	
Milk, reconstituted skim	3 cups	6 cups	
Cheese, American, grated	1 lb 10 oz	3 lb 4 oz	
Onion, dehydrated, minced	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup	
Salt	$\frac{1}{2}$ tsp	1 tsp	
Bread crumbs	1 $\frac{1}{2}$ cups	3 cups	
Butter, melted	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup	

