The Heart of the Program

Training, Supporting & Appreciating Kitchen Staff

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LEARNING CARE GROUP'S FAMILY OF BRANDS

CHILDTIME Learning Centers — Nurturing in every way.
La Petite Academy — Together, we learn.
montessori unlimited — Where self-discovery happens.
The Children's Courtyard — Forward Thinking
Tutor Time — Bring out their best
Everbrook Academy
CREATIVEkids Learning Center
Pathways Learning Academy

Making the Kitchen the Heart of Your Program

- Training new kitchen staff for CACFP can be very overwhelming for the trainer and the new cook. We will share with you some of our best cook training tools, along with ideas for new recipes, food quantity charts and motivational tips to make your kitchen the heart of your program.

Program Success

- Training
  - Begin with the Basics
- Resources
  - Support
- Accountability
  - Expectations
- Appreciating your Kitchen Staff
  - Motivating

Roadblocks in Kitchen Management

Training is the Key

- Do they know what you want them to know?
- What works best?

- Hands On
- Group
- Mini Trainings
- One on One/With a Mentor
- Seminars/Workshops
- Handouts/Memos

Start at the Beginning

- What is CACFP
- Meal Patterns
- Record Keeping
- Production Records
- Recipes/Menus
- Allergies

Hands on Training

- Set up activities for your cook to try different scenarios
  - How many wheat crackers does it take to serve the correct portion at snack for each age group? (use the scale to measure)
  - On what page of the Food Buying Guide would you find applesauce?
  - Using the Meal Pattern Chart – what is the correct serving size for milk at breakfast for 3-5 year olds?

Measuring Game for Cook's

Set up different stations for your cook & those helping in the kitchen to review. You can change the questions to meet the needs of your center or home.

1- How many slices of cheese does it take for a School-Age child's cheese sandwich?

_____ (Most sliced cheese is .05 ounces)

2- Would this be a creditable lunch?

Why or why not? _____

3- What type & how much milk is required for:
1 year to 23 month old child at Breakfast _____

A 4 year old child at Lunch _____

What would you do if the class was a mix of 1 and 2 year olds?

_____

4- On what page of the Food Buying Guide would you find Beans, Green? _____

How many ¼ cup of drained green beans would 1 #10 can serve? _____

5- When serving family style meals, must all components be on the table for the children at the start of the meal service? _____

6- What food group would a potato belong? _____

7- Who is the heart of your food program? _____

Basic Training

Begin with the "Basics"

- What are food components, food groups etc.
- What is a meal pattern
- What is required
- Who is responsible for meeting the guidelines
- Resources
  - USDA Food Buying
  - USDA Food Buying Calculator
- My Plate

Meal Pattern

Breakfast, Lunch & Snacks

Breakfast (Select all three components for a reimbursable meal)				
Food Components and Food Items[1]	**Ages 1-2**	**Ages 3-5**	**Ages 6-12**	**Ages 13-18**[2] (at-risk afterschool programs and emergency shelters)
Fluid Milk[3]	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both[4]	¼ cup	½ cup	½ cup	½ cup
Grains (oz eq)[5,6,7]				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal[8], cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold)[8,9]				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	⅛ cup	⅛ cup	¼ cup	¼ cup

Record Keeping Requirements

- What are the record keeping policies of your center or home
- What are the cook's responsibilities related to record keeping
  - Production Record
  - Labor Cost
- Where are records stored
- How long are records required to be stored
- How are records stored and disposed of

Production Records

BREAKFAST
Milk
Wheat Toast
Fresh Oranges

LUNCH
Milk
Green Beans
Applesauce
Turkey Macaroni Casserole

PM Snack
Milk
Animal Crackers

SITE NAME		7777			Week of :	1/1/2011						
					Monday							
Age	Actual	Serving Size			Required	Menu	Names of food used		Servings per Purchase Unit	Total Pepared		Amount
Group	Count	1-2 yr	3-5yr	6+	Components	*May not appear in the same order or row as corresponding Component.*		Unit		Estimate	Actual	Used
1-2 yrs		1/2c	3/4c	1c	Milk	Milk	Milk	quart	5.33			
3-5 yrs		1/2ser	1/2ser	1ser.	Grain/Bread	Wheat Toast (WG)	Wheat Toast (WG)	slice	2.00			
6+		1/4c	1/2c	1/2c	Juice, fruit/veg.	Fresh Orange	Fresh Orange	Each	1.00			
Prog Ad												
Total												
1-2 yrs		1/2c	3/4c	1c	Milk	Milk	Milk	quart	5.33			
3-5 yrs		1/4c tot	1/2c tot	3/4 c tot	Fruit/Vegetable	Green Beans	Green Beans	#10 Can	45.30			
6+					Fruit/Vegetable	Applesauce	Applesauce	#10 Can	47.60			
Prog Ad		1oz	11/2oz	2oz	Meat/Meat alter.	Turkey Macaroni Casserole ®	Diced Turkey	Pound	10.60			
		1/2 sv	1/2 sv	1 sv	Grain/Bread		Macaroni	lb	39.00			
							mushroom soup	1 can	50.00			
							0	#N/A	0.00			
Total												
1-2yrs		1/2c	1/2 c	1c	Milk	0			#N/A			
3-5yrs		1/2c	1/2c	3/4c	Fruit/Vegetable	100% Grape Juice	100% Grape Juice	Gallon	32.00			
6+		1/2ser	1/2ser	1ser.	Grain/Bread	Animal Crackers	Animal Crackers	Pound	32.00			
Prog Ad		1/2 oz	1/2 oz	1 oz	Meat/Meat alter.	0						
Total					Choose any two comp	0						

CHILD CARE FOOD PROGRAM
PERSONNEL ACTIVITY REPORT

Employee: _____ Month/Year: _____

INSTRUCTIONS: This form is required for *all private sector* employees who on the Child Care Food Program (CCFP). Each month, indicate the number of hours per day spent Cooking/CCFP Administrative and on Center Operational activities (to nearest quarter hour). Examples of Cooking/CCFP administrative activities include, but are not limited to: monitoring, record keeping, compiling data and completing the claim for reimbursement and attending training related to CCFP menu planning, grocery shopping, cooking and serving meals and clean up after meals. Example of Center Operational activities include, but are not limited to van runs, breaking teachers, helping in classrooms.

Date	Hours Worked on CCFP		Total Hours Worked		Date	Hours Worked on CCFP		Total Hours Worked	
	Cooking	Center Oper.	Regular	Holiday/Vac		Cooking	Center Oper.	Regular	Holiday /Vac
1					17				
2					18				
14					30				
15					31				
16					**Total**	0	0	0	0

I certify that this is an accurate record of the numbers of hours worked on the Child Care Food Program.

Employees Signature _____ Title _____ Date _____

TO BE COMPLETED BY CENTER DIRECTOR/AUTHORIZED REPRESENTATIVE

A. (HOURLY PAID STAFF)

Total Cooking hours worked on CCFP 0 X (hourly rate) _____ $ - (Total Cooking CCFP salary)

B. (SALARIED STAFF)

Total Cooking hours worked CCFP 0 / Total hours worked 0 Cooking % #DIV/0!

Total Salary for month _____ X #DIV/0! equals Cooking CACFP Salary **#DIV/0!**

I certify that payroll records are on filr that verfy the total wages as listed aove.

Signature of Center Director/Authorized Representative _____ Date _____

Meal Count Records

- How are meal count records taken in your center or home
- Who is responsible for meal count records
- How are meal count records compiled and stored

Scavenger Hunt

- Create a scavenger hunt for your cook to find items in your kitchen. It's a great way to see what's missing!
  - Recipe Book
  - Knife sharpener
  - Thermometers
  - Food Buying Guide
  - Apple Cutter/Egg Slicer
  - Oven Mitts
  - Meal Pattern Charts
  - Allergy List

KITCHEN SCAVENGER HUNT

	CUT RESISTANT GLOVES
	MILK PITCHERS
	REFRIGERATOR THERMOMETER
	RECIPE BOOK
	FOOD STORAGE JOB AID
	HANDWASHING SIGN
	THERMOMETER TO CHECK FOOD TEMPS
	KITCHEN SHEARS
	KNIFE SHARPENER
	MILK DISPOSAL BUCKETS

Kitchen Safety

- Cuts, Punctures and Scrapes
  - Knives in the sink, using dull knives, using a cutting glove, catching a dropped knife, pulling lids off of cans, use box knife to open boxes, sharp edge of food wrap containers
- Slips, Trips and Falls
  - Rugs or mats, boxes not properly stored, improper work shoes, items spilled and not cleaned up, wet floors
- Protecting the Back
  - Lifting heavy items from floor, turning and bending simultaneously, carrying full pots, moving full case, moving heavy item from shelves
- Burns
  - Metal handles, hot food from oven or microwave, pan handle sticking out, boil-overs, metal spoons or bowls, steam burns, reaching over hot pans
- Struck-By
  - Open cabinet doors, open dishwasher door, open fridge/freezer door, stacked cans, reaching above head for items

Food Safety

- Proper cooking and holding temperatures
- Refrigerator and Freezer temperature logs
- Working thermometers
- Proper thawing of frozen
- Storing leftover items

Safety & Sanitation

- Clean vs. sanitary
- Cleaning checklist – "How To"
- Kitchen
  - Preparation
  - Serving
  - Storage
  - Dishwashing
- Personal hygiene
  - Hand/Hair Care
  - Clothing
- Hand washing guidelines

Standard CACFP Menu

- Reduce Disallowances
- Standard Recipes
- Meet Nutritional Requirements
- Control Cost
- Takes the Guesswork Out
- Makes substitutions easier
- Meet USDA guidelines

Standardized Recipes

- Reduced food/labor costs
- Required amounts are pre-calculated
- Takes the guess work out
- Eliminates waste
- Consistency
- Inventory control
- Reduced record keeping
- Consistent quality of food

Recipes to Share

- **Ranch Bean Dip**
- Yields 50, 3-5 yr. old servings (lunch) or 150, 3-5 yr. servings @ snack
- (1 serving (6 Tbs) = 1 ½ M/MA)
- Refried Beans 1 # 10 Can
- Shredded Cheese 7 cups (25 oz)
- Sour Cream 7 cups
- Ranch Mix 7 oz
- *Cooking Instructions:*
- 1. Mix refried beans, cheese, ranch mix, and sour cream in a large pot.
- 2. Heat the mixture over medium heat, stir until well blended.
- 3. Serve warm.
-
- *To Serve* (snack) To Serve (lunch)
- 1-2 yr. = 2 Tbsp. 1-2 yr. = 4 Tbsp. (1/4 cup)
- 3-5 yr. = 2 Tbsp. 3-5 yr. = 6 Tbsp. (3/8 cup)
- 6-12 yr. = 4 Tbsp. 6-12 yr. = 8 Tbsp. (1/2 cup)

Support Your Cook
Tips, Quick References & More

- Mini Trainings
  - Sanitizing Meal Surfaces
  - Milk Serving Sizes
- Cheat Sheets
  - Fruits & Vegetable Substitutions
  - Measurement Conversion

Sanitizing Meal Surface Mini Training

Purpose: To prevent food borne illness and communicable contamination to young children and staff eating a meal.

1. What's the Difference between Cleaning & Sanitizing?

A. Cleaning is removing food, grease, sauces and dirt etc. from a surface generally with a detergent & water
B. Sanitizing is the reduction of bacteria & viruses that may be on a surface with a special solution.
C. Sanitize food preparation areas, tables, countertops, cutting boards & sinks.
D. Bleach is a sanitizer.

2. Cleaning Meal Surfaces Before and After Meal Service!

- All eating surfaces MUST be cleaned with soap and water mixture first and then sanitized with a bleach solution before and after any meal service.
- ALL – tables, meal carts, trays, cutting boards, sinks, highchairs and counter tops are meal surfaces.

ALWAYS WASH with SOAP and WATER First and then SANITIZE second!

3. How to Sanitize

A. Mix 1 tablespoon of bleach with one gallon of warm water. (Label mixture in a spray bottle)
B. Staff mixing bleach solution must wear safety goggles and blue protective gloves.
C. Clean surface with warm soapy water.
D. Rinse with water.
E. Spray with sanitizing solution and wipe with a paper towel or air dry.
F. Air dry. (No need to rinse off the sanitizing solution).

Staff member_____ Date_____ Center #_____

Milk Serving Sizes

Breakfast & Lunch
1-2 years = 4 oz or ½ cup
3-5 years = 6 oz or ¾ cup
6-12 years = 8 oz or 1 cup

PM Snack
1-2 years = 4 oz or ½ cup
3-5 years = 4 oz or ½ cup
6-12 years = 8 oz or 1 cup

- Milk is a required component at all Breakfast and Lunch meals.
- Children must be served the required amount of milk at the start of the meal service if teachers are serving the children.
- During Family Style meal service the correct amount of milk must be on the table and offered to each child.
- Cooks are required to measure the amount of milk needed plus some extra for spills and seconds into an appropriate sized pitcher for each classroom.(As permitted by Local Heath Dept.)
- Once milk leaves the kitchen it must be discarded.

Staff Member Signature

Date

Milk Worksheet

Serving insufficient quantities of milk can cost money

Do You Have Enough Milk?

Breakfast, Lunch Snack Version

Use this worksheet to calculate the number of gallons or quarts of milk needed for each meal service

Breakfast						
Number of children ages 1-2	0	x 4 oz.=	0			
Number of children ages 3-5	0	x 6 oz. =	0			
Number of children ages 6-12	0	x 8 oz. =	0			
Total milk required for breakfast in ounces			0	/128 oz. =	0.00	gallons needed
				OR	0.00	quarts needed
Lunch						
Number of children ages 1-2	0	x 4 oz.=	0			
Number of children ages 3-5	0	x 6 oz. =	0			
Number of children ages 6-12	0	x 8 oz. =	0			
Total milk required for breakfast in ounces			0	/128 oz. =	0.00	gallons needed
				OR	0.00	quarts needed
Snack (Supplement)						
Number of children ages 1-2	0	x 4 oz.=	0			
Number of children ages 3-5	0	x 4 oz. =	0			
Number of children ages 6-12	0	x 8 oz. =	0			
Total milk required for breakfast in ounces			0	/128 oz. =	0.00	gallons needed
				OR	0.00	quarts needed

	Daily Total	
GALLONS	Breakfast Gallons	0.00
	Lunch Gallons	0.00
	Snack Gallons	0.00
	Total for Day	0.00
QUARTS	Breakfast Quarts	0.00
	Lunch Quarts	0.00
	Snack Quarts	0.00
	Total for Day	0.00

Fruit & Vegetable Substitutions

A good source of vitamin A (twice per week) and Vitamin C (daily) are required to be served

Vitamin A Requirement

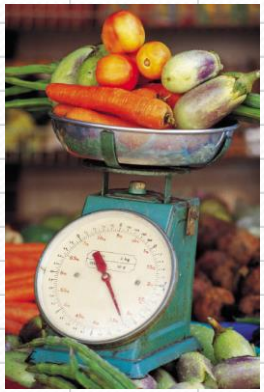
- Apricots
- Asparagus
- Broccoli
- Cantaloupe
- Carrots
- Carrot Sticks
- Carrots & Peas
- Clementines
- Mandarin Oranges
- Mango
- Mixed Melon Salad
- Red Peppers
- Spinach
- Tomatoes
- Sweet Potatoes
- Watermelon
- Winter Squash

Vitamin C Requirement

- Apple
- Asparagus
- Blueberries
- Broccoli
- Cantaloupe
- Cauliflower
- Clementines
- Coleslaw
- Fresh Oranges
- Green Peppers
- Honeydew
- Kiwi
- Mandarin Oranges
- Mango
- Mixed Berries
- Mixed Melon Salad
- Pears
- Pineapple
- Red Peppers
- Spinach
- Strawberries
- Tomatoes
- Sugar Snap Peas
- Tropical Fruit Salad
- Watermelon
- 100% Vegetable Juice

MEASUREMENT EQUIVALENTS

CUP	= FL OZ	= TBSP	= TSP	= ML
1 CUP	8 OZ	16 TBSP	48 TSP	237 ML
3/4 CUP	6 OZ	12 TBSP	36 TSP	177 ML
2/3 CUP	5 OZ	11 TBSP	32 TSP	158 ML
1/2 CUP	4 OZ	8 TBSP	24 TSP	118 ML
1/3 CUP	3 OZ	5 TBSP	16 TSP	79 ML
1/4 CUP	2 OZ	4 TBSP	12 TSP	59 ML
1/8 CUP	1 OZ	2 TBSP	6 TSP	30 ML
1/16 CUP	.5 OZ	1 TBSP	3 TSP	15 ML



SPOON SIZE
1 OZ = 1/8 CUP
2 OZ = 1/4 CUP
4 OZ = 1/2 CUP
6 OZ = 3/4 CUP
8 OZ = 1 CUP

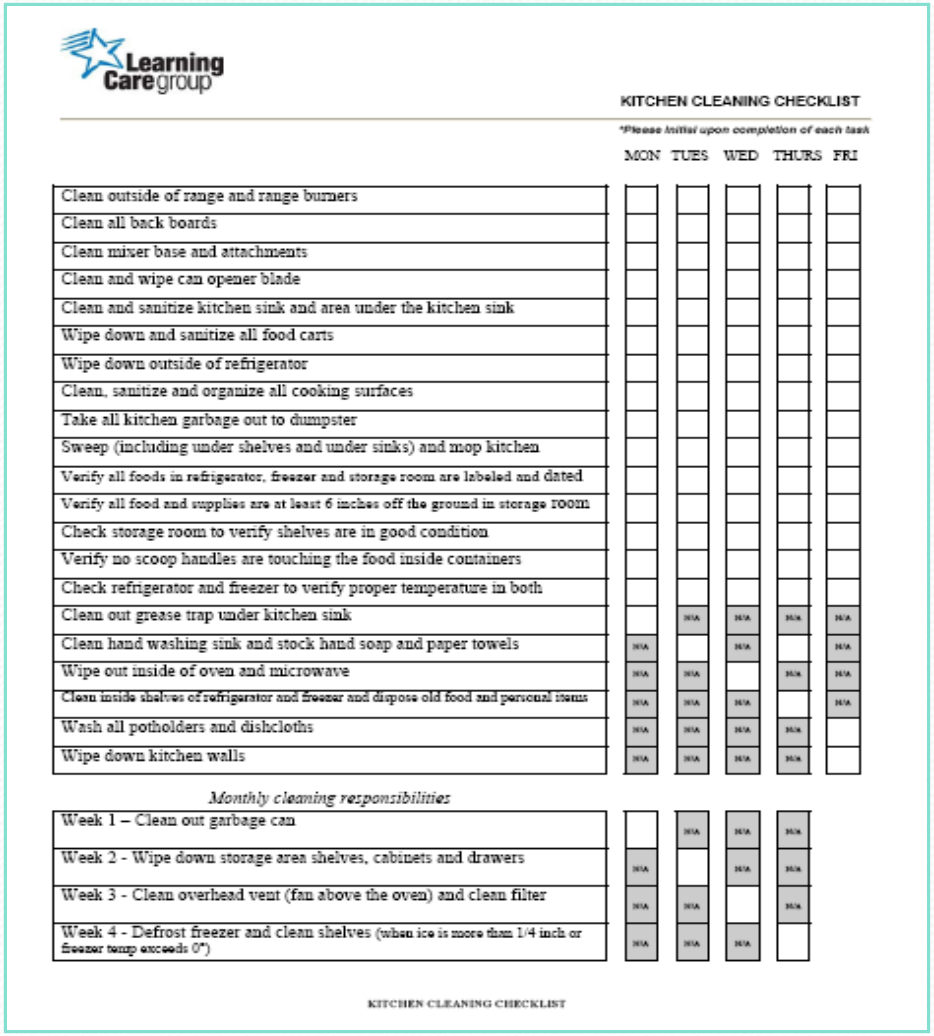
LADLE FLUID OZ
1 CUP = 8 OZ
1/2 CUP = 4 OZ
3/8 CUP = 3 OZ
1/3 CUP = 2.66 OZ
1/4 CUP = 2 OZ

SCOOP NUMBER
8 = 4 OZ
10 = 3 OZ
12 = 2. 66 OZ
16 = 2 OZ

WEIGHT
16 OZS = 1 lb
12 OZS = 3/4 lb
8 OZS = 1/2 lb
4 OZS = 1/4 lb

Cleaning Checklist

- Complete a new checklist each week
- Keep the checklist handy in the kitchen
- Follow established guidelines
- Initial items upon completion
- Submit copy for each week with your monthly claim if required by your state.



Learning Care group

KITCHEN CLEANING CHECKLIST

*Please initial upon completion of each task

	MON	TUES	WED	THURS	FRI
Clean outside of range and range burners					
Clean all back boards					
Clean mixer base and attachments					
Clean and wipe can opener blade					
Clean and sanitize kitchen sink and area under the kitchen sink					
Wipe down and sanitize all food carts					
Wipe down outside of refrigerator					
Clean, sanitize and organize all cooking surfaces					
Take all kitchen garbage out to dumpster					
Sweep (including under shelves and under sinks) and mop kitchen					
Verify all foods in refrigerator, freezer and storage room are labeled and dated					
Verify all food and supplies are at least 6 inches off the ground in storage room					
Check storage room to verify shelves are in good condition					
Verify no scoop handles are touching the food inside containers					
Check refrigerator and freezer to verify proper temperature in both					
Clean out grease trap under kitchen sink		N/A	N/A	N/A	N/A
Clean hand washing sink and stock hand soap and paper towels	N/A		N/A		N/A
Wipe out inside of oven and microwave	N/A	N/A		N/A	N/A
Clean inside shelves of refrigerator and freezer and dispose old food and personal items	N/A	N/A	N/A		N/A
Wash all potholders and dishcloths	N/A	N/A	N/A	N/A	
Wipe down kitchen walls	N/A	N/A	N/A	N/A	

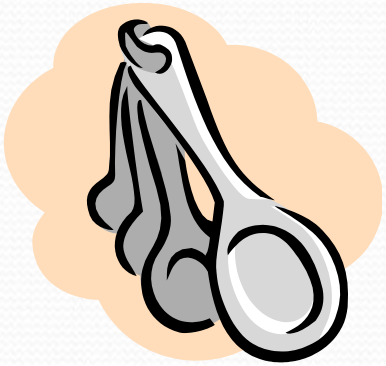
Monthly cleaning responsibilities

Week 1 – Clean out garbage can		N/A	N/A	N/A
Week 2 - Wipe down storage area shelves, cabinets and drawers	N/A		N/A	N/A
Week 3 - Clean overhead vent (fan above the oven) and clean filter	N/A	N/A		N/A
Week 4 - Defrost freezer and clean shelves (when ice is more than 1/4 inch or freezer temp exceeds 0°)	N/A	N/A	N/A	

KITCHEN CLEANING CHECKLIST

How do you Measure Up!

Do they have the tools they need to succeed?



Utensils & Essentials

Cutting Board

Box Cutter

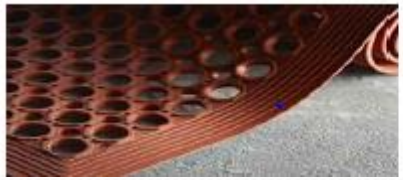
Kitchen Shears

Egg Slicer

Oven Mitts

Cut-Resistant Glove

Knife Sharpener



Rubber Floor Mat

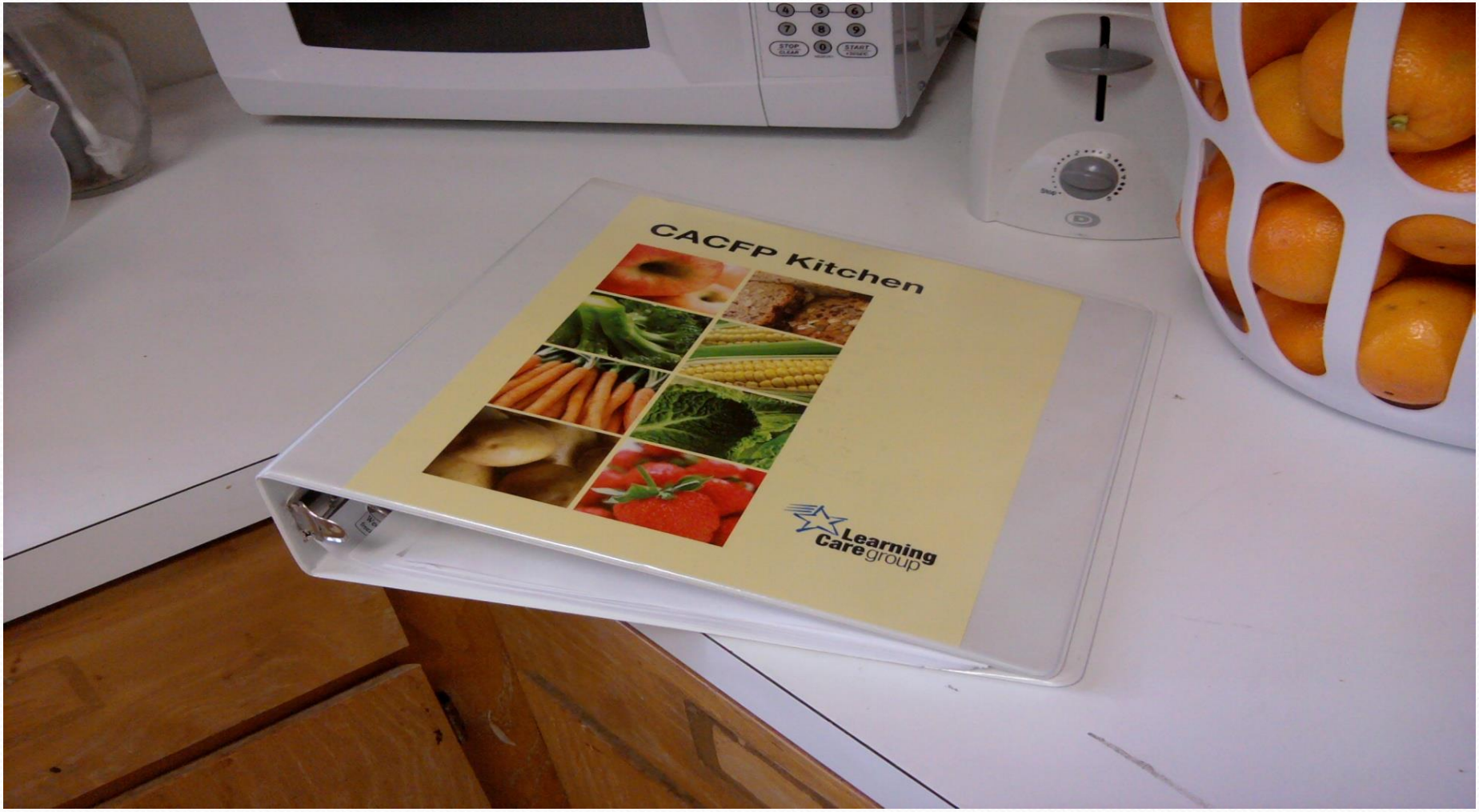
Kitchen Utility Knife

Pizza Cutter

Organizing …….

Organizing the Kitchen Materials

Kitchen Binder



Tabs for Binder or Filing Box

- Menus/Production Records
- Recipes
- CN Labels
- Quick References/Master Copies
- Training
- Temp Log/Cleaning Checklist/Misc.

Safety Reminders

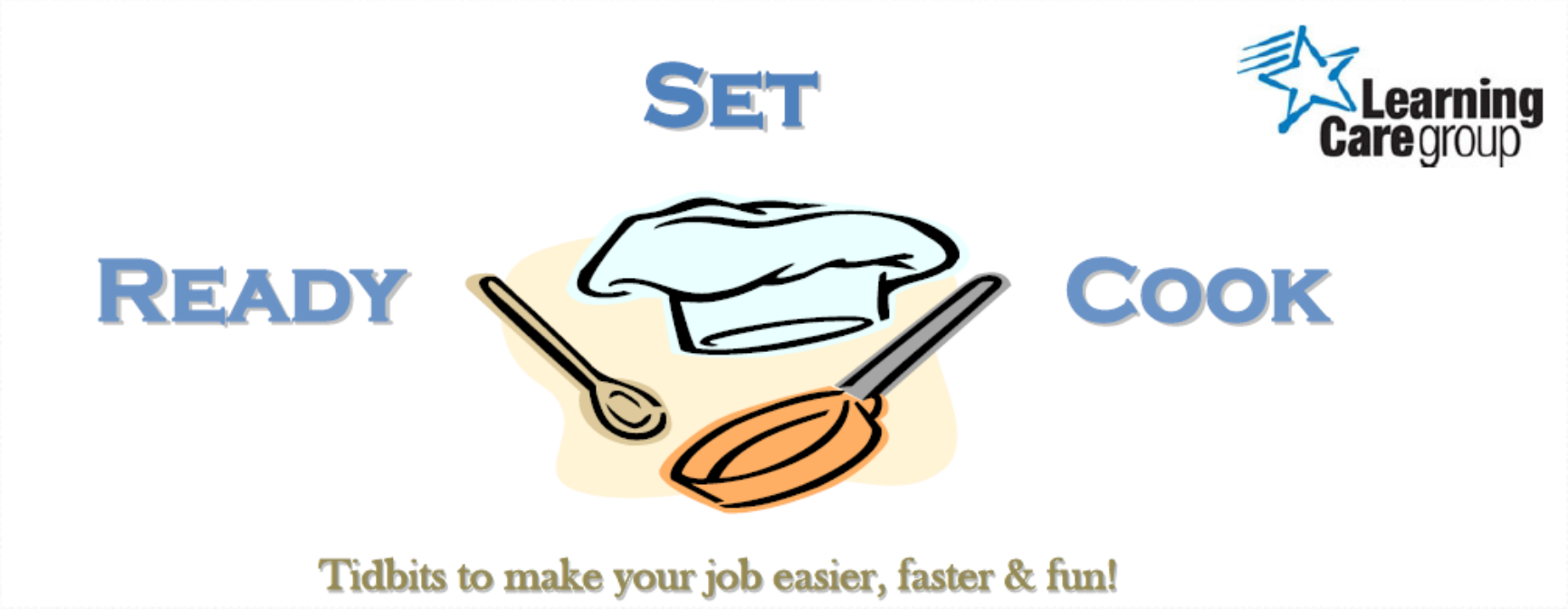
Cut-Resistant Glove

- Always use a cut-resistant glove when slicing fruits and vegetables - it will prevent cuts.
- It's made of high-performance fibers reinforced with stainless-steel.
- The glove is available through US Foods. It's ambidextrous and comes in S/M/L.

Recognizing and Appreciating Your Cook

- Golden Spoon Award
- Cook Appreciation Week
  - Make chef hats
  - Chef Parade
  - Apron with children's hand prints
  - Decorate kitchen door
- Pictures from the children
- Surprise "Thank you" grams
- Spot Light
- Your kitchen is your castle

Cooks Newsletters – Memos
Keep Your Cook Informed



Removed Roadblocks for Success
Trained, Organized & Prepared

What does the Cooks role mean to your facility
“They are the HEART of Your Program”

Questions ?

Thank You!

- For making sure your children eat nutritious meals while in your care!

Learning Care group

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