

Save Time and Effort with a Milk Recipe

A milk recipe is a real time and effort saver when it comes to filling out daily Production Records. If you take the time to create one, it is not necessary to count cartons of milk daily yet you will have provided all the information needed to do a nutrient analysis of your district's menus. You may combine breakfast and lunch milk for this purpose.

Do this once at the beginning of each school year, by building. Here is how to do it:

1. Physically count each kind of milk offered for five days OR review invoices for several milk purchases.
2. Record the number of cartons of each kind

served on those days (or purchased on the invoices).

3. Add up the individual days to determine the 'total' of each kind of milk.
4. Add up the total of each kind to get the 'grand total' of milk served.
5. Calculate the 'percent' of each kind of milk served during those days or on those invoices.
6. Write the 'kinds of milk' offered and the 'percentages' of each kind on a blank master copy of the production record before making copies.
7. Keep the worksheet in with your daily production records so it is available for review.

Example:

Milk Recipe Worksheet

Kind	Day 1 or Invoice 1	Day 2 or Invoice 2	Day 3 or Invoice 3	Day 4 or Invoice 4	Day 5 or Invoice 5	Total	Percentage %
1% white	15	13	11	16	12	67	$67 \div 689 = 10\%$
skim white	5	5	4	8	6	28	$28 \div 689 = 4\%$
skim choc.	111	121	113	133	116	594	$594 \div 689 = 86\%$

Grand Total of Milk Sold or Purchased = 689 100%

Note: The percentages of each kind of milk need to add up to 100%.

The daily Production Record would look like this:

1. Food Items Used and Form	2. Recipe Number / # Servings or Product Name & # / Commodity	3. Total Amount Prepared	4. Estimated Amount Leftover
Milk 1% white skim skim chocolate	8 oz. carton Dairy Best	10% 4% 86%	

For you to copy and use:

Year: _____ Milk Recipe Worksheet

Kind	Day 1 or Invoice 1	Day 2 or Invoice 2	Day 3 or Invoice 3	Day 4 or Invoice 4	Day 5 or Invoice 5	Total	Percentage %
							%
							%
							%

Grand Total of Milk Sold or Purchased = _____ 100%

Note: The percentages of each kind of milk need to add up to 100%.