

Adams County Ohio Valley School District

141 Lloyd Road, West Union, Ohio 45693-9237

Telephone: (937) 544-5586 - Fax: (937) 544-3720

Informational Packet

Attention: Child Nutrition Candidate

Attached you will find informational sheets that cover basic skill knowledge for the area of food service. With the new regulations for health and sanitation, all employees of this department must know, understand and be compliant with county, state, and federal laws.

If you will study the informational sheets enclosed in this packet to the level of being comfortable with the knowledge of each category, you will do fine on the assessment questions. The testing is very detailed and intensive; however, the information covered in the test does not waver from the informational packet.

In order to survive in today's commercial food service arena, the only solution is to stay updated with the latest knowledge in the area. The Adams County Ohio Valley School District Child Nutrition Department has entered the level of computerization for better communication of required data. Each new CNS employee will also be trained to operate the computerized cash register. This will enable each candidate to be available to be a substitute cook and a substitute cashier.

If you elect to join our staff, you will be proud of the continual evaluations and improvements that you will make for meeting the goal of serving our students a nutritional, appealing meal as our contribution to their education.

We very much appreciate your interest in our program and wish you the best of luck in your assessment process.

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I. **Basic hand tools and utensils**

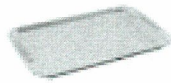
- a. **Baking Pan** – to bake foods ---Full size: 18"x26"x1"x3½"

Half size: 18"x13"x2¼"



- b. **Sheet Pan**- to bake foods such as sheet cakes and large volumes of cookies and pastries, also referred to as a bun pan.....Full size: 18"x26"x1"

Half size: 18"x13"x1"



- c. **Baker's Scales** – to accurately weigh ingredients, there are 4 parts....**scoop**-to hold dry ingredients, **counter balance**-to balance the scoop, **ounce weight**-to weigh fractional ounces up to 16oz., **additional weights**-to weigh larger amounts, also called balance scales, they may be used in all food production areas that require ingredients to be weighed

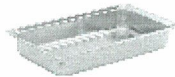


- d. **Steam Table Pan** – to cook and hold food for serving

Full size: 12"x20"x2½"x4"

Half size: 12"x10"x2½"x4"x6"

Available: thirds, fourths, sixths, eighths, etc.



- e. **Roasting Pan** – to roast meats



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- f. **Disher** – to portion and serve food; for portion control, the number on the disher indicates *servings per quart*



Disher Measurements

Number (portions/quart)	Measure
6	$\frac{2}{3}$ cup
8	$\frac{1}{2}$ cup
10	6 tablespoons = $\frac{3}{4}$ cup
12	$\frac{1}{3}$ cup
16	$\frac{1}{4}$ cup
20	3 $\frac{1}{2}$ tablespoons
24	2 $\frac{3}{4}$ tablespoons
30	2 $\frac{1}{2}$ tablespoons
40	1 $\frac{1}{2}$ tablespoon

- g. **Ladle** – to stir, mix, or serve soups and sauces; for portion control, the number on the ladle indicates *amount of serving*



Ladle Measurements

Size	Measure
1 ounce	$\frac{1}{8}$ cup
2 ounce	$\frac{1}{4}$ cup
4 ounce	$\frac{1}{2}$ cup
6 ounce	$\frac{3}{4}$ cup
8 ounce	1 cup

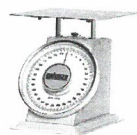
- h. **Solid Spoodle/Ladoon** – to portion control serving sizes not needing drainage



- i. **Perforated Spoodle/Ladoon** – to portion control serving sizes needing strained of liquids



- j. **Portion Scale** – to weigh food such as ingredients in recipes or for portion control



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II. Abbreviations for weights and measures used in standard recipes

- a. Ounce – oz.
- b. Pound – lb. or #
- c. Teaspoon – t. or tsp.
- d. Tablespoon – T. or tbsp.
- e. Cup – C. or c.
- f. Pint – pt.
- g. Quart – qt.
- h. Gallon – gal.

III. Equivalents of weights and measures used in standard recipes

1 tablespoon (T. or tbsp.)	=	3 teaspoons (t. or tsp.)
1 cup (C. or c.)	=	16 tablespoons
1 pint (pt.)	=	2 cups
1 quart (qt.)	=	2 pints
1 gallon (gal.)	=	4 quarts
1 pound (lb. or #)	=	16 ounces (oz.)

* There are 8 fluid ounces in one cup, not to be confused with 16 ounces per pound.

Conversion tables are used to change weights to measures or measures to weights.

8 fluid ounces (fl. oz.) (i.e.-water)	=	1 cup (C. or c.) liquid
16 fluid ounces	=	2 cups liquid
16 <i>weighted</i> ounces (i.e.-flour)	=	4 cups
One pound (lb. or #) dry (i.e.-breadcrumbs)	=	4 cups dry

*One pound of brown sugar **does not** equal 4 cups brown sugar

IV. Reasons for accurate weighing and measuring

- a. Prevents food waste – i.e. – preparation of too much or too little of a product
- b. Controls quality – prevents guessing and give consistency to flavor and taste
- c. Controls quantity – means of portion control and ensures proper yield
- d. Saves time

V. Steps for organizing work

- a. Know and observe the rules for safety and sanitation
- b. Understand duties or assignments
- c. Know reasons for and contents of standardized recipes
- d. Check recipe calculations if recipe is adjusted
- e. Follow procedures for assembling supplies
- f. Coordinate use of needed equipment
- g. Allow time for required duties or assignments

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VI. Guidelines for timing food preparation

- a. Prepare foods first that require the longest production time
- b. Avoid preparing foods so far in advance that quality is lost
- c. Organize work schedule so that adequate time can be given to each item
- d. Complete all foods at required time

VII. Personal habits child nutrition workers should observe

- a. Wash hands often (i.e. – after using the restroom, after eating, upon reporting to work)
- b. Respect smoking rules (i.e. – smoke in designated areas, wash hands when through)
- c. Report **ALL** skin infections to supervisor (i.e. – cuts, sores, rash, boils)

VIII. Appearance requirements for child nutrition workers

- a. Clean clothes
 - i. Uniform
 - ii. Underclothes
 - iii. Apron
 - iv. Socks
- b. Hair restraint
- c. Hair off collar
- d. Moderate jewelry
- e. Clean shoes
- f. Daily bath or shower
- g. Clean-shaven

IX. Personal habits child nutrition workers should *avoid*

- a. Sneezing or coughing – use handkerchief to reduce the spread of germs
- b. Scratching head
- c. Picking nose
- d. Wiping mouth with fingers
- e. Smoking in non-designated areas
- f. Fixing hair with hands
- g. Biting fingernails
- h. Eating in non-designated areas
- i. Nibbling while on duty

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X. Wash pots and pans

- a. Procedures – use manufacturer’s directions for proper amount of product to use
 - i. Presoak dirty equipment and tools in water with mild detergent
 - ii. Fill sinks with water and cleaning agents
 - 1. Sink #1 – add detergent to water
 - 2. Sink #2 – add rinse water
 - 3. Sink #3 – add sanitizer or maintain temperature at 170° F
 - 4. Check temperatures

<u>Sink #1</u>	<u>Sink #2</u>	<u>Sink #3</u>
Wash	Rinse	Sanitizing Solution OR
110°F	130°F	170°F

- b. Wash in sink #1
 - i. Inside, outside and bottom – wash with brush and scraper
 - ii. Change water often
- c. Rinse in sink #2
 - i. Keep rinse sink’s water free from suds and grease
 - ii. Change water often
- d. Sanitize in sink #3
 - i. Immerse for on-half minute
- e. Remove from water
- f. Drain
- g. Air dry on a clean rack
- h. Store upside down or covered

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Steamtable pan capacity

The steamtable pan capacity chart shows the approximate capacity in volume measure of common sizes of steamtable pans, and the approximate number of servings that can be obtained from various sizes of portioning utensils. The information in the chart is based on a full size 12"x 20" straight sided steamtable pan filled to the brim. Pan depths are for 2¼", 4", and 6" steamtable pans.

Measures given in the chart are approximate and may vary according to manufacturer's specifications, pan fill, and type of food. Pans made by different companies may have slightly different total capacities. If used for transporting foods, the steamtable pans will have lids and might not be filled to the brim. The number of servings may vary according to the type of food being served. Some foods cling to the bottom and sides of the pan, reducing the number of servings.

Use the chart as a guide to help estimate the number of steamtable pans needed for the serving period, and to approximate the yield of a full steamtable pan.

Pan Size	Approx. Capacity	Serving Size	Ladle (fluid oz.)	Scoop Number	Approx. no. of servings
12"x20"x2¼"	2gal.	½c.	4oz.	8	64
		¾c.		10	85
		⅓c.	3oz.	12	96
		¼c.	2oz.	16	128
12"x20"x4"	3½gal.	½c.	4oz.	8	112
		¾c.		10	149
		⅓c.	3oz.	12	168
		¼c.	2oz.	16	224
12"x20"x6"	5gal.	½c.	4oz.	8	163
		¾c.		10	213
		⅓c.	3oz.	12	240
		¼c.	2oz.	16	320

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Temperatures for Food Safeness

GUIDE TO TEMPERATURES

Cook to safe internal temperatures:
165°F - most bacteria killed

Use a probe thermometer to check internal food temperatures

Recommended internal temperatures:

Eggs at least 155°F

Pork at least 155°F

Poultry 165°F

Beef

ground, medium well at least 155°F

ground, well 170°F

Danger Zone

40° - 140°F

40°F Thaw frozen foods at this temperature

35° - 40°F Set refrigerator temperature to ensure proper food temperature

212°F Water boils at sea level

180° - 195°F Required for non-chemical sanitizing dishwashers

140°F Minimum hot-holding temperature. Including ready-to-eat and buffet style

120°F Minimum hot water temperature in a food facility

40°F Maximum cold holding temperature

32°F Water freezes

Store frozen foods below 0°F

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NATIONAL SCHOOL LUNCH PROGRAM 2014-2015 SCHOOL YEAR

<i>Lunch Meal Pattern</i>	<i>Amount of food per week (Minimum per day)</i>			
<i>Menu Component</i>	<i>Grades K-5</i>	<i>Grades 6-8</i>	<i>Grades 9-12</i>	<i>Grades K-8</i>
Fruit (cups)	2 ½ (½)	2 ½ (½)	5 (1)	2 ½ (½)
Vegetables (cups) ¹	3 ¾ (¾)	3 ¾ (¾)	5 (1)	3 ¾ (¾)
Dark Green	½	½	½	½
Red/Orange	¾	¾	1 ¼	¾
Beans/Peas (legumes)	½	½	½	½
Starchy	½	½	½	½
Other Vegetable	½	½	¾	½
Additional Vegetables to reach total	1	1	1 ½	1
Grains (oz eq) ^{*2}	8 (1)	8 (1)	10 (2)	8 (1)
Meat/Meat Alternate (oz)	8 (1)	9 (1)	10 (2)	9 (1)
Fluid Milk (cups) ^{**}	5 (1)	5 (1)	5 (1)	5 (1)
OTHER SPECIFICATIONS: DAILY AMOUNT BASED ON THE AVERAGE FOR A 5-DAY WEEK				
Min-Max calories	550-650	600-700	750-850	600-650
Saturated fat (% of total calories)	<10%			
Sodium (mg; 2015 targets)	≤1230	≤1360	≤1420	≤1230
Trans Fat	Nutritional label or manufacturer specifications must indicate zero grams of trans fat per serving			

***NOTE – All Grains must be Whole Grain Rich**

****Fluid milk must be offered in a variety of low-fat (1%, unflavored) and/or fat-free (flavored or unflavored)**

¹ One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. All juice must be 100% full-strength. Vegetables from the Dark Green, Red/Orange, Beans/Peas/Legumes or Other subgroup may be offered in place of fruit. Starchy vegetables may be offered after 2 cups of vegetables referenced above are met.

² All grains must be whole grain-rich in both the NSLP and the SBP.

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NATIONAL SCHOOL BREAKFAST PROGRAM 2014-2015 SCHOOL YEAR

	Grades K-5	Grades 6-8	Grades 9-12	Grades K-12
Breakfast Meal Pattern	AMOUNT OF FOOD PER WEEK (MINIMUM PER DAY)			
Fruit (cups)	5 (1)	5 (1)	5 (1)	5 (1)
Vegetables (cups) ¹	0	0	0	0
Grains (oz eq) * ²	7 (1)	8 (1)	9 (1)	9 (1)
Meat/Meat Alternate (oz) ³	0	0	0	0
Fluid Milk (cups) **	5 (1)	5 (1)	5 (1)	5 (1)
OTHER SPECIFICATIONS: DAILY AMOUNT BASED ON THE AVERAGE FOR A 5-DAY WEEK				
Min-Max calories	350-500	400-550	450-600	450-500
Saturated fat (% of total calories) ⁴	<10%			
Sodium (mg)	No standards for 2014 2015 target ≤540	No standards for 2014 2015 target ≤600	No standards for 2014 2015 target ≤640	No standards for 2014 2015 target ≤540
Trans Fat ⁵	Nutritional label or manufacturer specifications must indicate zero grams of trans fat per serving			

***All Grains must be Whole Grain Rich**

****Fluid milk must be offered in a variety of low-fat (1%, unflavored) and/or fat-free (flavored or unflavored)**

¹ One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. All juice must be 100% full-strength. Vegetables from the Dark Green, Red/Orange, Beans/Peas/Legumes or Other subgroup may be offered in place of fruit. Starchy vegetables may be offered after 2 cups of vegetables referenced above are met.

² All grains must be whole grain-rich in both the NSLP and the SBP.

³ There is no separate meat/meat alternate component in the SBP. Schools may substitute 1oz. eq. of meat/meat alternate for 1oz. eq. of grains after the daily grains requirement is met.

⁴ In the SBP, calories and trans fat specifications took effect beginning July 1, 2013 (SY 2013-2014).

⁵ In the SBP, calories and trans fat specifications took effect beginning July 1, 2013 (SY 2013-2014).

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