

TOOLBOX

SEPARATE-DON'T CONTAMINATE: MENU PLANNING AND PURCHASING

Event Supply Checklist

- Menu plan
- Shopping List
- Planning Guide

Introduction:

When planning for a fair or supper, the most important tool is the menu. While it is always important to pay attention to food safety, if a menu is filled with many potentially hazardous foods, greater care and attention must be paid to making sure that the food you serve is safe. The menu will tell you what kind of equipment you need, the way your operation is organized---even how many volunteers you will need to staff your booth. When developing your shopping list, use your menu and any recipes you have to organize it. Consider where you are going to purchase your supplies.

Objectives

Participants will be able to:

1. Use a menu as a tool to plan and prepare a food event.
2. Understand the meaning of sell-by dates, use-by dates and expiration dates.

Teaching aids:

- Sample menu and shopping list scenario
- Sample receiving record sheets
- Copies of Attachment 3, page 33 from Planning Guide
- Copies of Attachment 4, page 34 from Planning Guide

Menu/Shopping Activity

1. Distribute sample menu and shopping list scenario and forms.
2. Work in small or large group(s) to develop a shopping list using the Menu Plan Form (*attachment 3, page 33 of the Planning Guide*). Include information regarding where food will come from, how it will be received, stored.
3. Use Food Preparation at the TFE Form listing each menu item and how it would be prepared based on the information presented in this exercise. (*Attachment 4, page 34 of the Planning Guide*).

Discussion Points

- Your menu serves as a tool to plan and prepare for a food event.
- List approved food sources for the foods needed. Discuss the importance of purchasing food from approved food sources. **Approved supplier:** You **must** buy all foods from an approved supplier. This means that the source of

your food must be licensed, regulated and/or inspected by a state or federal agency. Examples include:

- ✓ Licensed restaurants or caterers
- ✓ Supermarkets
- ✓ Delis
- ✓ "Warehouse" type stores
- ✓ Food distributors (who provide food to restaurants and institutions)
- ✓ Commercial ice providers
- ✓ A USDA inspected meat processing facility
- ✓ An FDA inspected seafood processing facility

According to the FDA and Conference for Food Protection Pre-Operational Guide for Temporary Food Establishments no foods may be prepared at home for service to the public. Food may not be made at home (including ice and home canned items), bought at an unlicensed roadside seafood truck, or purchased from a recreational hunter.

- Why is ice considered a "food"? What are approved sources? Ice used for cooling drinks or other foods is considered a food. It must be made from approved water sources. These approved sources include municipal water systems, bottled water, or well water available on the site that has been recently tested and meets the current EPA Drinking Water Standards. In addition, ice must be made on the premises in an approved ice-maker or purchased from an approved supplier. Ice may not be made at home.
- If you are shopping for food yourself, what should you look for to be sure you have safe quality products?
 - Your shopping list should include:
 - ✓ Food or supplies to be purchased
 - ✓ Where to be purchased from
 - ✓ Date to be purchased
- Learn about "**Sell-By**" and "**Expiration**" or "**Use by**" dates.
 - **Sell-by dates** are used on dairy products (yogurt, milk, sour cream and cottage cheese), eggs, and meat, poultry and seafood products. In the market, these products must be pulled from the shelf on the sell-by date. This does not mean that the food is no longer good after that date. Milk, yogurt, sour cream and cottage cheese are good up to 7 days after the sell-by date. Eggs are useable up to 4-6 weeks. Hamburger, poultry and seafood should be used within 2 days of the sell-by date, while beef, lamb, or pork roasts or chops are good up to 5 days after the sell-by date.
 - **Expiration dates** are used on crackers, bread, chips, and other snack foods. On these foods, the date is used as a mark of quality. After the expiration date, the supplier cannot guarantee the quality of the product, though it may be safe to eat. Expiration dates on baby

formulas or liquid supplements indicate that the item should be discarded.

- If you are doing the shopping in a grocery store or warehouse facility, be sure to purchase potentially hazardous (perishable) foods last. If possible, consider having a cooler in your car with ice packs in order to store refrigerated and frozen items safely as you transport them to your storage facility.
- Think about how you can maintain food at proper temperatures while transporting food from the store to the event site.
- If you are ordering food to be delivered by a supplier, be sure to be specific about the type of food, brand name, if appropriate, amount of food, temperature at delivery or any specific characteristics (sell-by date no earlier than...).

S.A.F.E. HARBOR CURRICULUM TOOLBOX MENU PLANNING AND SAFE FOOD

THE MENU

Roast turkey with bread stuffing
Mashed potatoes and gravy
Butternut squash
Green beans with bacon bits
Cranberry sauce
Pickles, olives and celery

Blueberry and Apple Pies with Vanilla Ice Cream
Coffee, Tea, Fruit Punch with Ice

THE FACILITY

The dinner is prepared and served by members of a community organization on the Saturday evening of a three-day art festival, which draws more than 200,000 people to a small, rural community. More than 300 dinners are prepared and served from 5-8 pm. Also, at least **20** additional dinners are take-out orders. The dinner is served family style at three seatings, 5, 6 and 7pm.

The facility is a large community hall and kitchen. The kitchen includes a three-bin sink, large commercial refrigerator, stove and dishwasher. Stainless work tables and adequate counter space.

Two volunteers who work in the local school cafeteria and have taken a 15-hour food safety course oversee the preparation and serving.

QUESTIONS AND ACTIVITIES

1. List all menu items and ingredients for each menu item using the Menu Plan Form (Attachment 3, page 33 of the Planning Guide). Highlight potentially hazardous food items (i.e., meat, fish, poultry, cut melon, cooked rice or pasta, baked potatoes, butter, milk, cheese or other dairy products, tofu, sprouts, garlic and oil mixtures) or any food containing these ingredients. Include beverages and ice if it will be an ingredient in foods or beverages.

2. Based on the selected menu and your knowledge of the site, complete the Food Preparation at the TFE Form. List each menu item and describe how it would be prepared, based on the information presented in this exercise. (Attachment 4, page 34 of the Planning Guide).