



## Dining Facility Menu Management

- All costs must be known to be controlled.
- If you allow staff to eat at no cost, you receive no credit.
- Insanity equals = Doing the same thing over and over again, and expecting different results.

### ■ Goal: Consistency.

- Hot foods served hot, cold foods served cold.
- Well-prepared and presented foods.
- A variety of choices always available.
- Dining concept.
- Pleasant service.

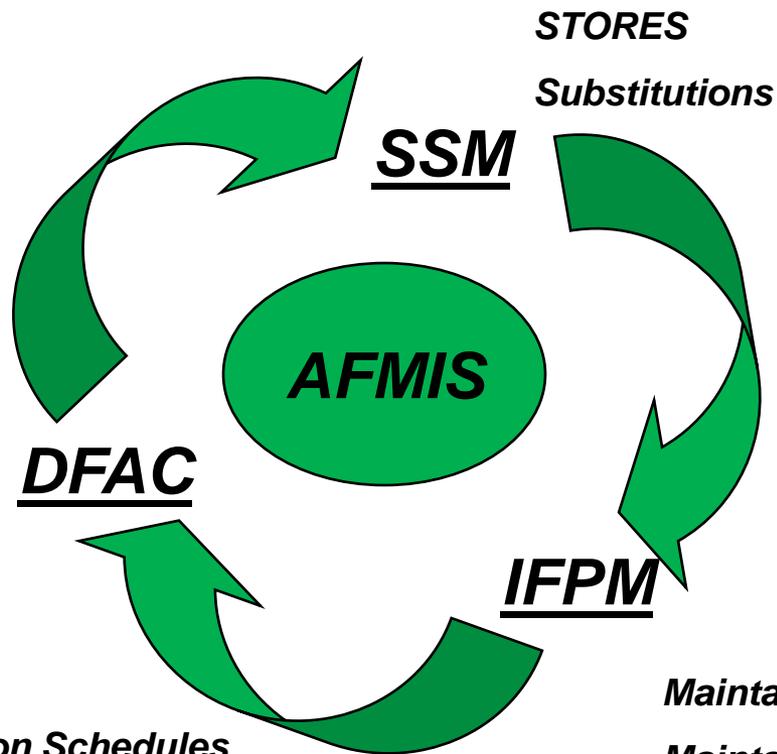


## Dining Facility Menu Management

- Reinforce good management procedures.
  - Menu planning cost estimate.
  - Post meal cost estimate.
  - Identify noticeable trends.
  - Analyze problem areas.
  - Develop solutions and adjust.



# Dining Facility Menu Management



**The Army Food Program**  
**AR 30-22**  
**DA PAM 30-22**

- Develops Menus*
- Maintains Templates*
- Completes Production Schedules*
- Inputs Kitchen Requisitions*
- Conducts Inventories*
- Orders rations*

- Maintains Recipes*
- Maintains Budget*
- Chairs FSMB*
- Oversees Program*



## Dining Facility Menu Management

### Developing a Cycle Menu

- Can reduce the number of items in the inventory.
- Streamlines administrative work – simplifies the use of production schedule templates and expedites the ordering process.
- Cooks become consistent in product preparation and can provide input back to management.
- Provides a basis for costing out your menus and establishing par ration levels.
- You must incorporate the Army Menu Standards – DA PAM 30-22 paragraph 3-70.



# Dining Facility Menu Management

## Cycle Menu Process

- Cycle Menu Considerations:
  - Style of service/concept.
  - Dining facility staffing.
  - Dining facility equipment limitations.
  - BDFA.
  - Account status.
  - Customer preferences/demographics/marketing.
  - Projected headcount.
  - Special occasions.
  - Pricing offset/expensive vs. inexpensive mix.



# Dining Facility Menu Management

## Cycle Menu Process

- Food Product Considerations:
  - Market costs during the year.
  - Nutritional adequacy.
  - Product availability.
  - Variety and balance.
  - Low-calorie items.
  - Pre-prepared vs. in-house preparation.
  - Cost per item/within BDFA.



# Dining Facility Menu Management

## Pre-Cost the Cycle Menu

- Input the Cycle menus into AFMIS (Templates).
- When generating Production Schedules:
  - Input at least 5 days before the meal is to be served.
  - Review historical meal headcount, (weather, time of year, troop activities) to achieve a realistic projected headcount.
  - Review popularity of past meals.
  - Plan for back up food items.
  - Review BOH, (stockage level report) for non-moving items.
  - Put all items on 1 production schedule.
  - Put the estimated quantities in for SOP items (do not put 1 or leave blank or you will not get a estimated cost).
  - After input of Production schedules AFMIS will generate approximate cost of the meal.



## Dining Facility Menu Management

### Pre-Cost the Cycle Menu

- AFMIS Recipe Cards and SOPs must be current and written correctly to get accurate cost.
  - Ensure recipe cards reflect the right product by TIIN.
  - Ensure use of correct recipe variation.
  - SOPs must be input into AFMIS.
  - Kitchen Requisitions will let you know if correct product is reflected in the recipe.
  - Kitchen requisition will give actual cost after items are input into AFMIS (this will only be as accurate as your issue procedures).
- Compare the cost of the meal with the BDFA.
  - By Meal: Divide the cost of the meal reflected on the Production Schedule with the projected headcount.
    - Each menu cycle should have high-cost vs. low-cost meals.



# Dining Facility Menu Management

## Purchasing

- Review Catalog for:
  - Best Value food items.
  - Best packaging, case counts to fit your operation.
- Compare AFMIS shopping list requirement with:
  - BOH/stockage level.
  - Due-ins.
  - Due-outs/projected Use.
  - Establish par stocks.
- Submit shopping lists in a timely manner.
- Review order worksheets with unavailable items inquiry.
- Create order templates where applicable.



# Dining Facility Menu Management

## Receiving, Storage and Issue

- Date all food items with date received.
- Use FIFO, First to Expire stock rotation with the exception of bread.
- Record items on Kitchen Requisitions.
  - Input item only if used on that meal.
  - If bulk issue system is used only issue enough for the day and spread the item over each meal it is used for .
  - Write-ins on the kitchen requisition is a red flag that items are not on recipes/sops/or wrong recipe variation is being used.
  - The Kitchen Requisition will give you the meal cost.
- Check dates on rations to see if they are being used in a timely manner.



## Dining Facility Menu Management

### Receiving, Storage and Issue

- Conduct 100% weekly physical inventories, this will give a more accurate accounting for subsistence, and a more accurate account status.
- The price of food items can change weekly, refer to the Inventory Adjustment Monetary Account report (IAMA) weekly.
- Food items are charged to your account when issued and input into AFMIS from the kitchen requisition.



## Dining Facility Menu Management

### Food Preparation

- Utilize meal production tools, (Food Risk Management, recipe cards, etc.).
- Control preparation waste.
- Sample each food product.
- Utilize progressive cookery.
- Serve foods at proper temperature.



# Dining Facility Menu Management

## Service

- Review portion sizes with servers prior to the meal.
- Do not under serve customers.
- Monitor headcount flow to establish peak periods.
- Annotate run-out times of entrees to plan for the next time that particular item is served.
- Get diner feedback for future menu planning.
- Monitor plate waste (at the tray drop off point).



# Dining Facility Menu Management

## Post Meal Analysis

- Accurately record meal data on production schedules and kitchen requisitions.
- Kitchen requisitions are not 100% accurate due to human error.
- Kitchen requisitions are a working tool and give you a daily estimate of actual meal cost.
- Review meal cost.
  - Use the Meal Cost Analysis Worksheet to track.
  - To get Meal Cost:
    - review completed Kitchen Requisition after input into AFMIS for estimated cost of the meal.



# Dining Facility Menu Management

## Practical Exercise: Meal Cost Analysis

- Tomorrow's Date: 20 Feb 09
- BDFA: \$8.19 Brk \$1.64 Lun \$3.27 Din \$3.28

### Projected Plate Cost (lunch meal):

Menu Cycle Day:	1	2	3	4	5
Proj H/C:	300	250	365	240	325
Proj P/S Cost:	\$900	\$900	\$1200	\$670	\$1200

### Actual Plate Cost (lunch meal):

Menu Cycle Day:	1	2	3	4	5
Act H/C:	279	240	248	250	320
Act K/R Cost:	\$900	\$966	\$950	\$700	\$1050

Actual numbers 10 or more off from projection annotated in red.



# Dining Facility Menu Management

## Practical Exercise: Meal Cost Analysis

BDFA: \$8.19 Brk \$1.64 Lun \$3.27 Din \$3.28

### Projected Plate Cost (lunch meal):

Menu Cycle Day:	1	2	3	4	5
Proj H/C:	300	250	365	240	325
Proj P/S Cost:	\$900	\$900	\$1200	\$670	\$1200
	\$3.00	\$3.60	\$3.28	\$2.79	\$3.69

Menus can be adjusted prior to the day of service to align with the BDFA from the projections.

### Actual Plate Cost (lunch meal):

Menu Cycle Day:	1	2	3	4	5
Act H/C:	279	240	248	250	320
Act K/R Cost:	\$900	\$966	\$950	\$700	\$1050
	\$3.23	\$4.03	\$3.83	\$2.80	\$3.28

Actual plate cost above the BDFA are annotated in red.

profit or **loss** calculator.

Day 1  $\$3.27 \times 279 = \$912.33$

$\$900$  divided by  $279 = \$3.2258 - \$3.27 = 0.0442 \times 279 = +12.33$

Day 2  $\$3.27 \times 240 = \$784.80$

$\$966$  divided by  $240 = \$4.025 - \$3.27 = 0.755 \times 240 = -181.20$



## Dining Facility Menu Management

### Popularity Index

- Use Meal Projection and Entrée Popularity Index Worksheet.

Formula:

– Total Servings Prepared:	100
– Minus Servings Leftover or Discarded:	<u>- 17</u>
– Equals Servings to Customers:	83
– Divide by Total Headcount (%):	<u>÷239</u>
– Equals Popularity Index:	0.3472
	<u>X100</u>
	34.72 =35%

- For future meals, use the popularity index times the projected headcount to arrive at the estimated number of servings needed to be prepared:  
 $0.35(\%) \times 275(\text{Projected HC}) = 96.25$  rounded down to 95 servings.



## Dining Facility Menu Management Practical Exercise: Meal Projection and Entrée Popularity Index

- Yesterday's Date: 20 Feb 09
- Projected Headcount (lunch meal): 350
- Actual Headcount: 332

<u>Entrees</u>	<u>Prepared</u>	<u>Served</u>
Fried Chicken	100	100
Lasagna	100	92
Roast Beef	50	35

Use formula from previous page to discover the popularity index of these items.



# *Questions?*

*Talk to your diners!*