

Food and Beverage Table of Contents

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Glossary of Food Terms

Herbs
(all herbs used in the kitchen are fresh)

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|-------------------|---|
| ▶ Basil | A leafy member of the mint family, basil's flavor can be described as a cross between licorice and cloves. It has a close affinity with Mediterranean and Asian cuisines. |
| ▶ Cilantro | This pungent leaf is also known as coriander leaf or Chinese parsley. It is used primarily in Latin and Chinese cuisine and lends itself best to highly spiced dishes. |
| ▶ Chives | This member of the onion family has thin, hollow stems and is used mostly as a garnish. |
| ▶ Dill | The feathery leaves of the dill weed are most commonly used in pickling and it complements fish very well. |
| ▶ Oregano | This member of the mint family is closely related to marjoram and thyme, but is considerably more pungent than its brethren. It is often used in Greek, Italian, and Mexican cuisine. |
| ▶ Parsley | Company X uses Italian flat-leaf parsley. This slightly peppery fresh-flavored herb is used extensively in cooking and as a garnish. |
| ▶ Rosemary | This hearty evergreen has needle-shaped leaves that contain oil of camphor and tastes like a cross between lemon and pine. Rosemary is a good complement for meats (particularly lamb) and poultry. |
| ▶ Thyme | A member of the mint family, thyme is indigenous to southern Europe and the Mediterranean. It has a pungent mint, light-lemon aroma that pairs well with a variety of dishes and is commonly used in bouquet garnish. |



RECEIVING, HANDLING AND STORING FOOD

Insert your company specific information here.

Butter

Description	Receiving	Storage	Inventory	Used For
<p>Sweet cream, unsalted butter</p> <ul style="list-style-type: none"> ▶ Order by the case ▶ Thirty, 1 lb. wrapped packages per case 	<p>Shelf Life: 7 days from date received</p> <p>Receiving Temperature: 34° - 38° F</p> <p>Potential Hazard: No</p> <p>Classification: Ready to eat</p>	<p>Location: Walk-in</p> <p>Product Storage Temperature: 34° - 38° F</p>	<p>How?: Per pound</p> <p>Where?: Walk-in</p>	

Carrots

Description	Receiving	Storage	Inventory	Used For
<p>Carrots are large carrots, delivered whole</p> <ul style="list-style-type: none"> ▶ Order by the bag ▶ Bags come in 50 lb., 25 lb., or 5 lb. weights 	<p>Shelf Life: 4 days</p> <p>Receiving Temperature: 34° - 38° F</p> <p>Potential Hazard: No</p> <p>Classification: Raw</p>	<p>Location: Walk-in</p> <p>Product Storage Temperature: 34° - 38° F</p> <p>Holding Holding Temperature: 34° - 38° F</p> <p>Holding Area: Walk-in</p> <p>Shelf Life Walk-In: 5 days</p>		

FOOD COST TIPS

Never Sacrifice the quality of the food to lower food waste!

- **Just enough** — Over-ordering and watching perishables waste away can cost you money. Use a **build-to** system to assist you in ordering. A build-to is a predetermined amount of food and paper that you should have on hand based on your sales mix. For example, a build to for onions might be one bag. If you have less than one bag, you need to order one.

Adjust your sales projections when they aren't what you forecasted. Pay attention to the weather and events planned for your area that might affect sales.

- **Over-ordering** — In addition to the possibility of food wasted through spoilage, over-ordering encourages theft. Don't tempt people to think, "There's so much chicken here, they'll never miss one." or "This is going to get thrown out anyway." Don't let team members become thieves by encouraging them to steal.

The cost of over-ordering one 25-pound box of tomatoes at \$11.50 per box every three weeks, and one 50-pound bag of onions at \$18 per bag every two weeks works out to an annual waste of **\$633.50**.

Many grocery items are expensed when purchased. Make sure you don't over-order grocery items -- especially these items, because it will add extra dollars to your cost of sales.

- **At delivery** — Spot-check product weights, temperatures, and use-by dates. Products that do not meet **Company X** specifications should be rejected.
 - ✧ Weigh a case of whole chickens. A difference of one pound under the stated weight for five cases of whole chickens at \$.80 per pound for each week is a yearly loss of **\$208**.
 - ✧ Products that show signs of freezer burn may have lower yields.
 - ✧ Products that have been subjected to temperature abuse should be considered potentially dangerous and should be rejected at delivery.
 - ✧ If a product has a use-by date that has almost expired at delivery, reject it or use it immediately.
- **Rotate your stock** — Use the FIFO rule, first in, first out, when it comes to the rotation and storage of food. **Store like items together and in the same place all the time to make them easier to rotate and count.** Label and date each item so you can easily spot a product that is about to exceed its shelf life.

