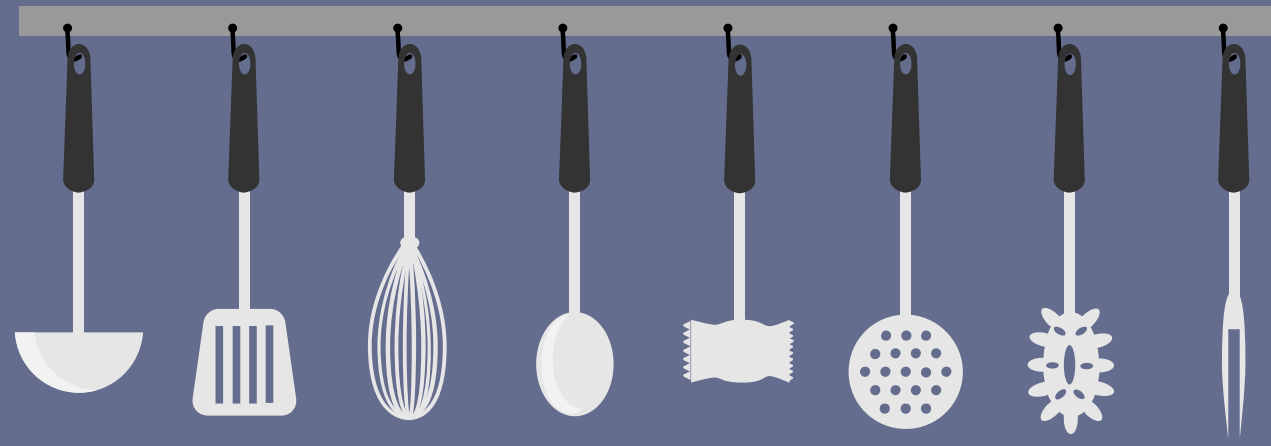


FOOD PROCESSING DAY



Core Components

Planning Phase (weeks prior)

What are you making or processing? How much will you make or process?

Packaging, Storage, and Distribution Logistics

Schedule/Flow of the Day

Media Considerations

Staff/Volunteers

Preparation Phase (day of)

Food Safety

Equipment/Kitchen Space

PLANNING PHASE

What Are You Making? How Much Will You Make?

1. What is your focus for the day? Will you be making a large batch of a recipe? Processing local produce? Or both?
2. How much will it make?
 - a. Five batches of a recipe? Ten batches of a recipe?
 - b. Processing 200 pounds of onions?
3. Equipment Available - what type of mechanizing equipment do you have on hand to create efficiencies during the day? (e.g., food processors)
4. If you are processing local produce, how do you plan to use this item in your menu?
 - a. Should it be diced, shredded, sliced, etc.?
5. Plan Ahead and place your orders
 - a. If making a large batch of a recipe - will you order enough ingredients to make this dish for the year? 6 months?
 - b. How many times will it be served?



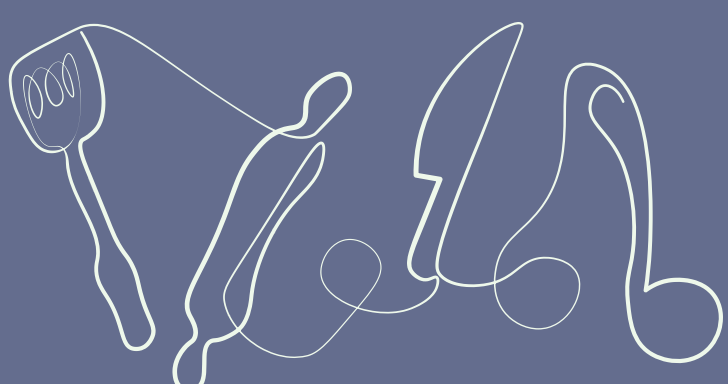
$$\begin{array}{ccc} \text{E.g. 6 serving} & \times & \text{Recipe yield/number} \\ \text{days} & & \text{of portions needed} \end{array} = \begin{array}{c} \text{Quantity to} \\ \text{order} \end{array}$$

Packaging and Storage Logistics

- Determine final pack size for the product
 - 5 pound bags? 2 gallons per pan? Etc.
- How will you package the product?
 - Will you use freezer bags? How much weight can they hold?
- Creating consistency in final pack size helps determine how much to thaw or pull for a recipe.
- Ensure your labels are easily identifiable and include item name, weight/volume, and date

Pro-tip:

Do not directly freeze in your hotel pans, a bun pan liner fits into a 4 inch hotel pan. Add 2 inches of liquid/product, freeze, remove from the hotel pan, and stack.



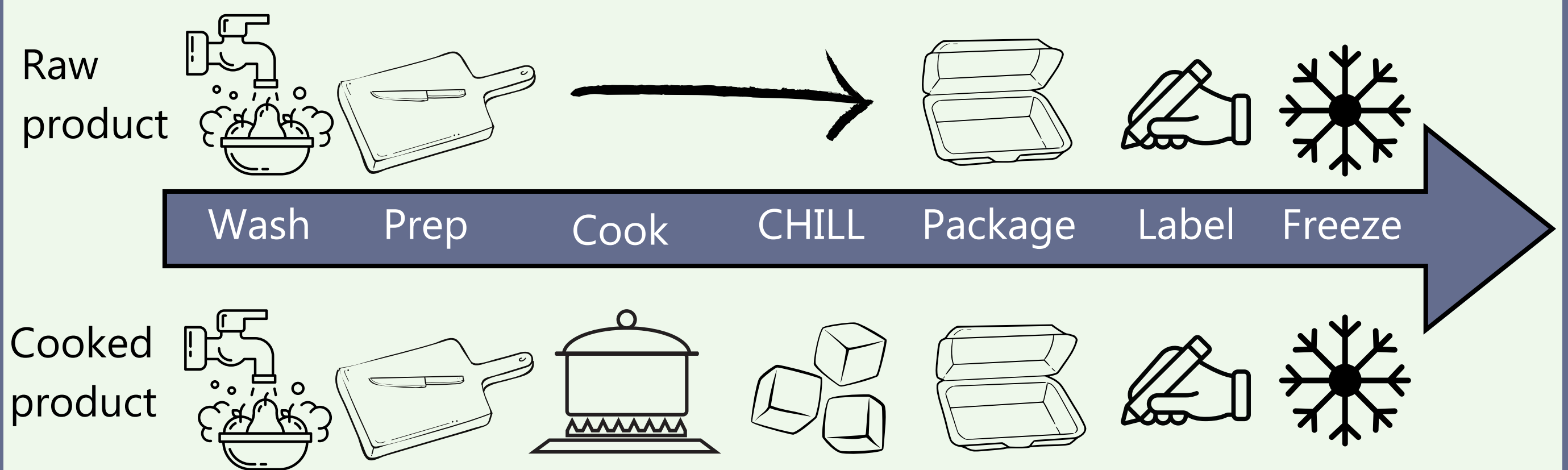
Distribution Logistics

- Are you looking to do a food processing day in coordination with other sites or schools?
 - What is your distribution plan?
 - Who gets what? How much per district or site?
 - What additional resources will you provide?
 - Recipes
 - Standard operating procedures
- Ensure tracking practices for temperature control throughout distribution and delivery



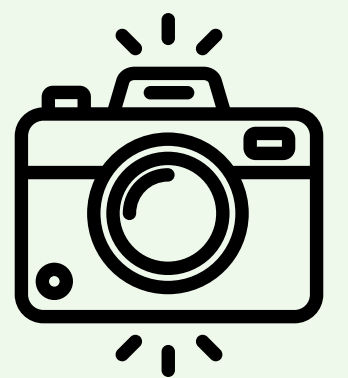
Flow of the Day

Consider the steps required for raw product vs. cooked product:
If a cooked product is chilled to the proper temp it can be packaged.



Media Considerations

- Are there media opportunities to feature how you are utilizing local products?
 - Who will coordinate this?
 - Do you need media release forms?
- What could you highlight?
 - Extending the growing season and ability to serve local foods year round
 - Bringing in volunteers and engaging the local community
- What type of media will be present or could you use?
 - Local newspaper gets photos and quotes
 - Local radio station does live stream
 - School media shares on social platforms



Staff/Volunteer Schedule

1. How many people do you have available? _____
2. Will you use volunteers and/or student support? Yes or No
3. Who will coordinate arrival time, expectations, and proper kitchen dress?

4. Who is in charge of reviewing food safety? _____
5. Who will give staff and volunteers a rundown of the task they are delegated to do? _____
6. Will staff and volunteers be there the whole day? Yes or No
7. Will they be working in shifts? Yes or No

Example table

Name	Arrival Time	End Time	List of Tasks

PREPARATION PHASE

Food Safety

follow ALL food safety protocols to ensure safe food handling

Core Item Checklist



- Wash and Sanitizer Buckets (with bleach or quaternary solution documented) - all surfaces washed and sanitized
- Proper Kitchen Attire: non-slip closed toed shoes, hair restrained
- Gloves, varying sizes
- Packaging products identified and proper equipment for cooling in place
- Labeling materials (pre-printed is ideal), labels per pack and per box



Necessary Procedures

- Hand washing and proper glove usage
- Cooling/Freezing
 - Logistics - all to one spot for freezing, logs, then distribution
- Traceability - how to handle product from multiple farms and aggregation
 - Tracker for where produce came from, its location on processing day, and where it went
- Logs
 - Time and temperature control
 - Transportation temp. and delivery temp.



Equipment/Kitchen Space

- Set up workspaces
- Cutting boards, knives, slip mats or towels
- Bowls/containers for product
- Spatulas/metal spoons
- Colanders (if needed)
- Small processing equipment (food processor, sectionizer, etc.)
- Large cooking equipment (steamers, tilt skillets, etc.)
- Freezer bags, boxes for finished product (any other packaging equipment)
- Folding tables/stainless steel prep tables

