



Food Service Purchasing & Production During an Emergency Part 1

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Presenter:
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Objectives

1. Understand the challenges of purchasing
2. List the steps needed in purchasing
3. Distinguish between whether a product should be made or bought
4. Explain how to set up an inventory system
5. Discuss the role menus play in purchasing



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Pam Brummit, MA RD/LD

- Founder/President of Brummit & Associates, Inc.
- Over 40 years consulting
- Speaker, Author
- Taught the Dietary Managers course for 30 years and ServSafe for 25 years
- Past Chair of DHCC; Currently the Professional Development Coordinator for DHCC
- Award winning RDN


Disclosures: Pam is on the Advisory Council for Hormel Health Labs however she certifies that no conflict of interest exists for this program



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Things to Consider



- Quality
- Quantity
- Price
- Supplier
- Schedule



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Purchasing

- Purchases must be made from approved sources
 - Appropriately inspected
- Inspection
 - Meat, poultry, eggs – USDA or state health agency
 - Implies wholesomeness or safety – not quality
 - Seafood and fish – approved suppliers
 - Certification tags must be kept for 90 days
- Grading
 - Voluntary
 - Descriptive for quality



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Purchasing Specifications

- Describe quality aspects
- Realistic
- Clear terms
- Availability
- Written for quotes
- Flexibility



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Make or Buy?

- What is the final quality of the convenience food?
- Is it acceptable for your needs?
- What is the labor requirement of the convenience food versus the product we would make from scratch?
- If you consider both labor and food cost, which product comes out to be least expensive?



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Meat Shrinkage

- 25 %
- Ground beef varies
 - 70/30
 - 80/20
 - 90/10



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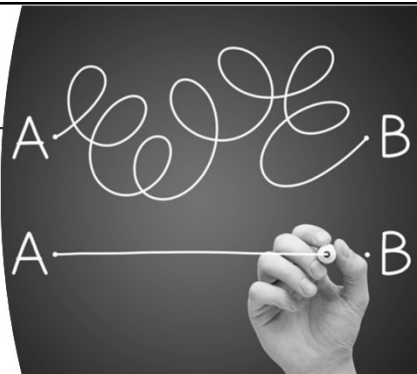
Eggs

Egg size	Weight	Liquid Volume
Jumbo	30 oz	26.7 oz
Extra Large	27	24
Large	24	21.4
Medium	21	18.7
Small	18	16
Pee wee	15	13.4

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The Variables

- Inventory
- Menu management
- Purchasing controls
- Portion control
- Waste
- Theft



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Inventory

- Perpetual
 - A continuous record of purchases and issues of food and supplies
- Physical
 - An actual physical count of products on hand done on a periodic basis



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Inventory Accounting Procedures

- Dietary supplies
- Dish machine rental
- Dishes and utensils
- Equipment
- Supplements
- Snacks in addition to menu
- Hydration carts
- Nursing
- Activity
- Social
- Maintenance
- Housekeeping
- Laundry

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Inventory Levels

- Factor in your 3-day supply
- Accurate forecasting
- Know your on-hand inventory
- Impact of poor inventory control:
 - Straight cost factors...dollars and space
 - Hidden costs...devaluation of inventory



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Menu Management

- Use your menu to accurately forecast orders
- Regular vs therapeutic diets
- Follow the menu
- Don't add extra items to the menu unless you can afford them
- Snacks/supplements cost extra money
- Evaluate the snacks/supplements you are serving routinely
- Thickened beverages can add \$1.00 + to the PPD for residents receiving



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Therapeutic Diets

- DO:
 - Use liberalized diets
- DON'T
 - Buy expensive sugar-free and salt-free items if at all possible
 - Add additional items to diets (extra items make the diet inaccurate)
 - Add extra portions to a therapeutic diet (large portions make the diet inaccurate)



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Menu Substitutions

- CMS regulations specify that requests for substitutions should be permitted and honored -
- As long as they are REASONABLE and ACHIEVABLE
- Must be of similar nutritive value



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Assure Financial Figures are Accurate: Factor out Extras

- Staff meals
- Special functions
- Activity food
- Hydration cart
- Supplements
- Thickened liquids
- Free coffee
- Nursing
- Floor stock



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Food Budget Distribution

Food	Percentage of Budget
Meat/Protein	32-38%
Milk/Dairy	9-10%
Bread	3-7%
Staples	28%
Coffee, tea, hot beverages	2%
Produce	13-22%
Ice Cream	1-2%
Nourishment/Supplement	2%

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Food Formulary

- Take charge of the order guide
- Select quality/cost effective products/consolidate your products
- Don't order from your past history
- Order what the menu dictates
- Menus usually require 450-500 items + condiments
- Use your dietary system to forecast your order



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Purchasing

Over-purchasing	Under-purchasing
<ul style="list-style-type: none">• Ties up your money for no benefit• Food could deteriorate• Risk of theft• It takes money to finance this food• Storage	<ul style="list-style-type: none">• Frequent trips to store• Pay more for product• Labor time• Not always getting similar product

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Guidelines

- Organize purchases
- Use purchase order form
- Use specific product code numbers
- Know yields of can sizes
- Use standardized buying guides
- Avoid personal relationships with reps
- Know marketing trends
- Purchase according to appropriate use
- Place orders by computer, fax, phone



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Receiving

- Done by key employee
- Specify delivery time
- Check against invoice/purchase guide
- No subs unless approved in advance
- Weigh meats
- Don't allow delivery staff to stock items
- Review order for accuracy
- Keep records
- Store promptly



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Purchasing Cost

- Product specifications
- Be clear and concise
- Be specific
- Develop specifications using standard identification codes
- Measurable components
- Be fair
- Be realistic



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Specifications

- Name of product
- Quality level
- Size of product unit on which price will be based
- Optional:
 - Test or inspection
 - Quantity limitations
 - Services required



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Supply Costs

- Disposables
- China
- Flatware
- Cleaning supplies
- Equipment, small
- Office supplies



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Supplements

- Look at dining program
- Know what products are being used
- Physician's orders
- Compare products
- Negotiate pricing
- Other interventions
- Re-evaluate



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Verify Quality

- Test panels
- Satisfaction surveys
- Plate waste studies
- Checklists
- Self audits
- Feedback



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Thank you!



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- Contact brummit@ionet.net

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- References and resources provided with handout
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Becky Dorner & Associates, Inc. Resources <http://www.beckydorner.com/covid19/>

- Policy & Procedure Manual for Nutrition and Food Service in Healthcare Facilities, Chapters on Food Production and Food Safety and more
<https://www.beckydorner.com/product/policy-procedure-manual/>
- Enhancing Nutritional Value with Fortified Foods: A Resource for Professionals
<https://www.beckydorner.com/wp-content/uploads/2018/04/2018EnhancingNutritionalValue-3859.pdf>
- Emergency/Disaster Plan for Food and Dining Services
 - Book only <https://www.beckydorner.com/product/emergency-disaster-plan-for-food-and-dining-services-2018-edition-book-only/>
 - Book with CPE Course <https://www.beckydorner.com/product/emergency-disaster-plan-for-food-and-dining-services-2018-cpe-self-study-program/>

Association of Food and Nutrition Professionals (ANFP)

<https://www.anfponline.org/news-resources/covid-19-resources>

- Top 10 Tips for Purchasing Food https://www.anfponline.org/docs/default-source/top-10-resource-lists/top-10-tips-for-purchasing-food.pdf?sfvrsn=f2770bf6_2
- Top 10 Tips on Ways to Utilize Fortified Foods <https://www.anfponline.org/docs/default-source/top-10-resource-lists/top-10-ways-to-utilize-fortified-foods.pdf>
- ANFP Practice Standards <https://www.cbdmonline.org/cdm-resources/practice-standards>
 - Calculating Food Costs <https://www.cbdmonline.org/cdm-resources/practice-standards/competency-area-2-foodservice/calculating-food-costs>
 - Measuring Meal Production & Calculating Meal Equivalents
<https://www.cbdmonline.org/cdm-resources/practice-standards/competency-area-2-foodservice/measuring-meal-production-calculating-meal-equivalents>
 - Determining Menu Item Prices <https://www.cbdmonline.org/cdm-resources/practice-standards/competency-area-2-foodservice/determining-menu-item-prices>
 - Controlling Costs in Foodservice <https://www.cbdmonline.org/cdm-resources/practice-standards/competency-area-2-business-operations/controlling-costs-in-foodservice>
 - Emergency Planning <https://www.cbdmonline.org/cdm-resources/practice-standards/competency-area-2-sanitation-safety/emergency-planning>

- ANFP Resources for Purchase
 - Foodservice Management – By Design, 2nd Edition, Legvold and Salisbury
https://nf.anfponline.org/eweb/DynamicPage.aspx?WebCode=ProdDetailAdd&Action=Add&ObjectKeyFrom=1A83491A-9853-4C87-86A4-F7D95601C2E2&DoNotSave=yes&ParentObject=CentralizedOrderEntry&ParentDataObject=Invoice%20Detail&ivd_formkey=69202792-63d7-4ba2-bf4e-a0da41270555&ivd_cst_key=00000000-0000-0000-0000-000000000000&ivd_prc_prd_key=C95C9D26-7D1C-4C1F-8330-70E62A4A11F6&ptp_key=8B55F4EF-55AE-45C9-BE87-4950B4AF8FCD&ptc_key=FBF21E8E-F298-4641-B8C9-F2727C23AC02&ptpcode1=Textbooks%20and%20Exam%20Prep
 - Article on Inventories: Management Connections – May/June 2020 – The Case for Doing Monthly Inventories
https://nf.anfponline.org/eweb/DynamicPage.aspx?Action=Add&ObjectKeyFROM=1A83491A-9853-4C87-86A4-F7D95601C2E2&WebCode=ProdDetailAdd&DoNotSave=yes&ParentObject=CentralizedOrderEntry&ParentDataObject=Invoice%20Detail&ivd_formkey=69202792-63d7-4ba2-bf4e-a0da41270555&ivd_cst_key=00000000-0000-0000-0000-000000000000&ivd_cst_ship_key=00000000-0000-0000-0000-000000000000&ivd_prc_prd_key=4765C8B1-FF78-4141-8DA3-BB759E1A3B93
- ANFP Videos:
 - Raw Food Cost Per Meal <https://videos.anfponline.org/raw-food-cost-per-meal/>
 - Make or Buy <https://videos.anfponline.org/make-or-buy>
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- Diet and Nutrition Care Manuals (2019 Comprehensive or Simplified)
- Policy and Procedure Manual (2019)
- Emergency/Disaster Plan for Food and Dining Services (2018)

More titles (see website for all titles – added frequently):

- Nutrition and Integrative Medicine: A Primer for Clinicians (2020)
- The Genomic Kitchen: Your Guide to Understanding and Using the Food-Gene Connection for a Lifetime of Health (2020)
- Salt Fat Acid Heat: Mastering the Elements of Good Cooking (2020)
- Nutrition & Diabetes Pathophysiology and Management (2019)
- Minimum Data Set (MDS) 3.0 RAI Manual v1.17 Course (2019)
- CMS State Operations Manual Appendix PP Course (2019)
- AADE Quick Guide to Medications (2019)
- Sports Nutrition: A Handbook for Professionals, 3rd Edition (2019)
- Nutrition for the Older Adult (2019)
- Food Code 2017 Course (2019)

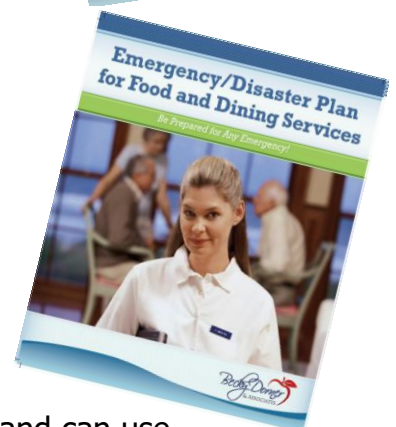
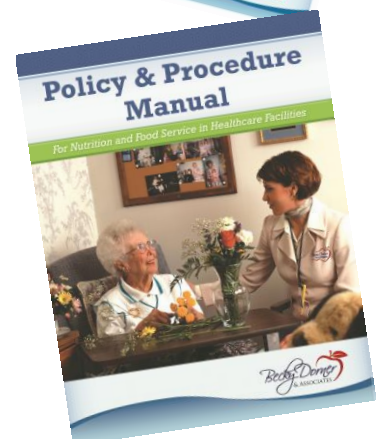
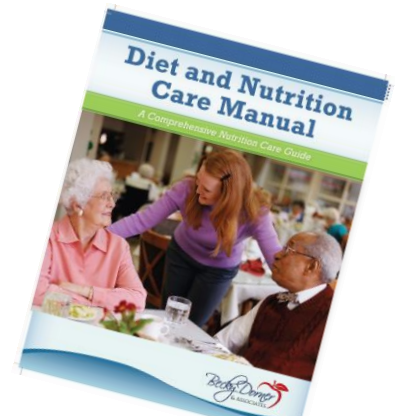
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