

## Resources for Cost Control

Nutricopia Policy and Procedure Manual worksheets and forms that are helpful for cost control include the following:

### Accounting Practices:

#### Policy #910 Dietary Cost Records

- Monthly Food and Supply Invoice Tracking for Dietary Department;
- Dietary Expenses Spend Down Worksheet
- Monthly Recap of Dietary Department Costs
- Annual Recap of Dietary Department Costs

#### Policy #920 Dietary Expense Transfer to Other Departments

- Dietary Requisition Form

#### Policy #930 Employee Meals

- Dietary Meal Request
- Dietary Daily Meal Log

### Purchasing Practices:

#### Policy #970 Dietary Department Physical Inventory

- Dietary Department Physical Inventory Sheet

#### Policy #500 Purchasing Food and Non-Food Supplies

- Vendor Directory

#### Policy #505 Food Specifications

### Production Management:

#### Policy #305 Menu Changes

- Menu Substitution Record
- Production Control Sheet

#### Policy #520 Food Preparation-General

- Food Production Chart
- Quiz for Food Production Chart

#### Policy #524 Food Preparation-Meat, Poultry, Fish

- Meat cooking chart p. 301

#### Policy #548 Food Preparation-Leftovers

- Suggested methods to use leftovers p. 323

#### Policy #560 Standardized Quantity Recipes

- Standard method for adjusting recipes p.326

**Policy # 565** Portion Control

- Scoop size chart p. 331
- Pan size chart p. 332

**Policy # 570** Production Control Sheets

- Facility Census and Diet Order Summary

**Policy #1060** Quality Management

- Plate Waste Study

**Policy #320** Supplements and Snacks

- Supplement or Snack Checklist

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