



Excellence in Nutrition Therapy & Management

9837 Folsom Blvd, Suite A • Sacramento, CA 95827

Telephone: 916 364-5300

Fax: 916 364-5353

www.nutricopia.co

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