Checklist for Reviewing Standardized Recipes

Recipe Name_____

Review Step	Questions	Yes	No	NA	Action Needed
Recipe Name	Does the recipe name reflect the content?				
	Is the recipe name appealing to the customer?				
Number/category	Does the recipe have a number and/or category for easy access?				
	Is the HACCP category indicated: no cook, same day, complex?				
Ingredients	Are all the ingredient names clear?				
	Are the ingredients listed in the order that they are used?				
	Does each ingredient indicate product type/form (Such as canned. frozen, drained, packed in light syrup, dehydrated etc)?				
	Does each ingredient indicate pre-preparation technique to be applied to the ingredient (i.e. diced, chopped, minced, grated) and size if applicable (i.e. ¼ in, ½ in)?				
Weights and Measurements	Are there accurate volume or weight amounts/measures for all ingredients?				

Cooking Temperature and time	Is the cooking temperature stated on the recipe?				
	Is the cooking time stated on the recipe?				
	Are CCPs for internal cooking temperature, holding, storage and re-heating indicated in bold font or red colors?				
Meal Component Contribution	Does the recipe state the meal component contribution towards the meal pattern? (Meats/Meat Alternates, Fruit, Vegetable, Grain, Milk)				
	Is the component contribution based on the USDA Food Buying Guide, Child Nutrition label, manufacturer's Product Formulation Statement, or USDA Food Fact Sheet?				
Equipment	Is the pan size indicated?				
	If preparation equipment is needed, is it indicated?				
	Is the cooking equipment indicated?				
	Is the serving utensil listed?				
Serving Size	Is serving size stated on the recipe?				
	Is the serving size weight given?				
	Does the recipe provide enough product to meet the contribution to the meal component?				

NA = Non applicable
Reference: Measuring Success with Standardized Recipes, National Food Service Management Institute.

(Revised 12/11/14)