NOTRE DAME FOOD SERVICES

Recipe and Food Product Testing

Overview

PURPOSE

To assure a systematic method for ideas and new developments to be introduced, evaluated and adopted. To test new recipes, reevaluate existing recipes, evaluate existing recipes with new products and test new food products.

POLICY

1. Ideas for new recipe and product introductions are encouraged from all members of the organization, our customers and our purveyors.

2. Ideas should initially be discussed and agreed upon by the unit management team where it is being recommended before being forwarded into the testing procedure.

3. Generally new product introductions will be introduced to the purchasing manager by distributors, brokers or manufacturer representatives. The purchasing manager will share the product with the appropriate unit management staff for their review and consideration.

4. While unit managers may research new ideas and products through purveyors at food shows and such, they must communicate their idea to the purchasing manager who will make contact with the purveyor to have the product brought in.

5. A priority system will be followed in order to determine which projects are done in what order.

PROCEDURE

The testing will take place in the test kitchen or in some cases when necessary other assigned kitchens on a prearranged schedule.

- The test kitchen Chef is scheduled 8:00 a.m. – 4:30 p.m. Monday through Friday

- In between this schedule, as time permits, we have ongoing tests, such as qualifying existing recipes, and pretest tests; a look-see at items to see if we should take them any further. These tests may include the test kitchen Chef, Executive Chef, marketing and nutrition, purchasing, and a nucleus of administration as may be necessary.

- The testing would follow the procedure as outlined on the testing flow charts and as described in the accompanying explanations.

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Recipe Development – Testing Procedure

New Recipe

Source of Recipes

Examples:

- Research by Executive Chef: In his ongoing role the Chef would research through periodicals, trade magazines and networking.

- Solicitation By Customer: Through feedback from suggestion boxes; student advisory committees; focus groups and surveys.

- Solicitation By Managers: Through periodicals; trade magazines; networking; their daily activity and their own previous experience.

- Solicitation By Employees: Through suggestions via their daily activity; their own previous experience and networking.

1. CHEF RECEIVES INPUT
    - Chef & Test Kitchen Chef reviews and evaluates recipe with the source.
    - Chef interprets recipe for formulation by the test kitchen.
    - Chef schedules date in "Outlook" calendar scheduler for test with appropriate administration and operational managers.

2. TEST KITCHEN PRODUCES TEST PORTIONS FOR TASTE TEST PANEL
    - Test kitchen prepares the recipes. This is done under the Chef's direction and is done in order to develop a culinary operational procedure and to formulate a computer driven recipe in order to have costs when the recipe is presented to the taste test panel.
    - Chef prepares tasting evaluation forms.
    - Test kitchen sets up service requirements.
    - Taste panel evaluates and completes taste evaluation form.

3. IMMEDIATE POST TEST EVALUATION by a nucleolus of NDFS management which could consist of administration, unit managers, production managers in most cases it will be the same taste test panel. At this time they would observe:
    A. Cost effectiveness.
    B. Operational effectiveness.
    C. Nutritional effectiveness.
    D. Overview of the completed evaluations.

4. GO OR NO GO
    - If it is a go, recipe will be typed, coded, audited and entered into FMS
    - If it is a go information will be communicated to unit Chefs and/or managers responsible for production of recipe, along with any explanation.
    - If eliminated, test will be kept on R-drive test kitchen file for future reference.
    - If recipe merits further revision it will go back to the test kitchen to be reworked. This will be interpreted and communicated by the Chef.

5. EXEC. CHEF/TEST KITCHEN CHEF depending on unit needs may produce the first scale up forecasted for service. This is an important step in the process, to communicate and assist the production cooks in getting the recipe off to the right start, to have them understand all the preparation principles and reasoning for why we did what we did.
    - At this time the Chef may make any obvious necessary culinary or operational changes that would not alter the integrity of the original recipe tested.
    - At this time a final decision is made as to whether it can or cannot be produced in this format.

6. ACTIVATE APPROVED NDFS RECIPE
    - If it is a go it receives its final audit and then is inputted into the system as an approved NDFS recipe.
    - If it will not work in volume production conditions it is a “no go” and is taken out of the system, but kept on file in the R-drive test kitchen folder for future reference

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Recipe Development – Testing Procedure

Existing Recipes

Existing Recipes with Problems

Examples:

- OPERATIONAL – PRODUCTION: Too labor intensive in present form; too culinary complicated; present equipment cannot produce it in this format.

- OPERATIONAL – SERVICE: Takes up to much space on service line; does not present well in this format; does not hold up during service.

- CUSTOMER ACCEPTANCE: Not accepted by customer because of flavor? Portion size? Appearance? Name? Overall unacceptability?

- Yield: Not yielding as originally tested.

- Cost: Cost too high in this format.

1. EXEC. CHEF/ RECEIVES RECIPE PROBLEM REPORT FORM evaluates and compares with original master recipe to see if there are any obvious clerical errors. If there is an obvious clerical error, recipe will be corrected in the system, if not recipe is tested.

   Chef evaluates and interprets the problem and communicates this to the test kitchen.

   Chef prepares the evaluation forms and schedules the upcoming test with the appropriate managers and administrative staff.

2. TEST KITCHEN Formulates and prepares recipe portions for the taste test panel. At this time the nutritional, cost, and operational effectiveness will be reviewed.

3. DECISION to retain revise, or eliminate is made:
   - If retained, information will be communicated to unit Chefs/Managers responsible for production of the recipe, along with any explanation.
   - If eliminated, test will be kept on file in the R drive test kitchen file for future reference.
   - If to be revised, test kitchen will reformulate.

   Note: It is possible that a retained recipe may receive an adjustment without a further formal testing, but without altering the culinary integrity of the original recipe such as more salt, a larger per portion of protein etc.

Existing Recipes (continue)

4. EXEC. CHEF/TEST KITCHEN CHEF depending on unit needs may produce scale up quantity for service. This is an important step in the process, to communicate and assist the production cooks in getting the recipe off to the right start, to have them understand all the preparation principles and reasoning for why we did what we did.

5. GO OR NO GO
    - If it is a go it receives its final audit and then is inputted into the system as an approved NDFS recipe

Existing Recipes With A New Product

Examples:

- Different chicken specifications for existing chicken fajita recipe
- Different fajita seasoning specifications for existing recipe
- Different clam base specifications for clam chowder

This will follow the same procedure as above with the "go no go" decision being based on whether the new product is acceptable or not acceptable.

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Recipe Development – Testing Procedure

Unit Creative Self Recipe Development

Examples:

- Creating a concept food bar to increase customer traffic to an unused area of the Dining Hall server y
  .
- Creating gluten free pantry to facilitate the needs of students with celiac allergies. (Dining Hall)

- Creating a tailgate food buffet in adjoining space to service high traffic patterns during football season (Legends)

1. UNIT HAS IDEA and discusses it within the work group.

2. UNIT PLANS details of concept .
   - After the concept has been planned this is communicated to administrative support management.
   - Unit confers with Exec. Chef for resource, culinary support and for audit of Notre Dame Food Services culinary integrity of the recipe.

3. UNIT TESTS RECIPE PORTIONS for taste panel
   a. Unit will communicate item, location and time.
   b. Unit will prepare tasting evaluation forms.
   c. Unit sets up location requirements.
   d. Taste panel evaluates and completes taste evaluation form

4. IMMEDIATE POST TEST EVALUATION by unit. At this time they would observe:
   a. Cost effectiveness
   b. Operational effectiveness
   c. Nutritional effectiveness.
   d. Overview of the completed evaluation pending a complete tabulation.

5. GO OR NO GO
   - If it is a go information will be communicated to production cooks responsible for production of recipe; along with any explanation.
   - If eliminated, test will be kept on file in R drive for future reference.
   - If recipe merits further review it will be reworked by the unit management.

6. UNIT PRODUCTION MANAGEMENT produces first quantity forecasted for service. This is an important step in the process, to communicate and assist the production cooks in getting the recipe off to the right start, to have them understand all the preparation principles and reasoning for why they did what they did.
    - At this time unit management may make any obvious necessary culinary or operational changes that would not alter the integrity of the recipe tested.

7. FINAL GO – NO GO
    - If it is a go it receives its final audit and then is inputted into the FMS as an approved NDFS recipe.
    - If it will not work in volume production conditions, it is “no go” and is taken out of the system, but kept on file for future reference.

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New Food product – Testing Procedure

NEW PRODUCTS these would be products that are totally new to our system and may or may not be intended to replace an existing product but would increase our product line. It could also be a further processed product replacing a made from scratch product or vice-versa.

Examples:

- A new style of French fry.
- Smoked breast of chicken.
- An RTU salad

1. PURCHASING INITIATES PRODUCT SAMPLE TRACKING Purchasing requests and receive a cut sheet with all products including information on handling, cooking, and a nutritional breakdown. At the same time Purchasing receives an approximate as purchased cost based on a quantity we would expect to purchase if we were to bring this product into our system. This data is entered into the form.
   Note: This is very important and necessary, if we are to have an effective post test evaluation.

2. FSSF RECEIVES & GATHERS PRODUCTS As products to be tested come in FSSF collects, verifys, and enters data into product sample tracking form. When all of it is in-house FSSF communicates to Chef that fact and arranges with test kitchen Chef a delivery date to the test kitchen.

3. EXEC. CHEF/PURCHASING INITIATES TEST SCHEDULE
   - Chef and purchasing schedules date in “Outlook” calendar scheduler with all NDFS management communicating details and purpose of test including date, time, and location.
   - Chef prepares product evaluation forms.

4. TEST KITCHEN
   - Following prescribed procedure prepares product for testing. This will include recording obvious and necessary culinary observations and yield factors.
   - Sets up details of Service for product testing
   - Presents product for taste test panel.

5. IMMEDIATE POST TEST EVALUATION by a nucleolus of NDFS management which could consist of administration, unit managers, production managers/ Chefs. At this time they would observe:
   A. Cost effectiveness
   B. Operational effectiveness
   C. Nutritional effectiveness.
   D. Overview of the completed evaluation pending a complete tabulation.

New Food product – Testing Procedure (continued)

6. Go or No GO
    - If it is a go information will be communicated to production personnel responsible for handling the product, along with any explanation.
    - Create the item(s) and necessary vendor(s) in FMS
    - If it is a "no go" this will be communicated back to the source possibly with an explanation.
7. FINAL GO OR NO GO
    - Evaluate new item(s) under operational conditions
    - If it is a go it receives its final audit and then is inputted into the system as an approved NDFS food item
    - If it will not work in volume production or is not accepted by our customers it is a "no go" and is taken out of the system. This will be communicated back to the source with explanation.

REPLACEMENT PRODUCTS. These would be products the same or very similar to existing ones and would replace them because of quality, cost, availability, etc.

Examples:

- A turkey breast from another supplier.
- A different turkey breast from the same supplier.
- Fresh chicken versus frozen chicken.

This testing will follow the same format as for testing new products.

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Appendix

1. Test Kitchen Recipe Development Form (see attached)
2. Taste Evaluation Form (see attached)
3. Recipe Problem Report Form (see attached)
4. Product Sample Tracking Form (see attached)
5. Recipe Testing Flowchart (see attached)
6. New Product Testing Flow Chart (see attached)