



**Healthy food.
Successful students.**
Food & Nutrition Services

SY 2018 - 2019

Keeping it Fresh!

Steps to a Successful Salad Bar



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Salad Bar Menu – 6 ft Salad Bar – 5 Senior Pan

← Same items every day → ← Items change monthly, weekly, or daily →

Romaine and Grape Tomatoes Mix (1/2 Pan)	Cucumber Coins (1/2 Pan)	Broccoli Florets (1/2 Pan)	Carrot Sticks (1/2 Pan)	Pinto Bean (1/4 Pan) Corn (1/4 Pan)	Dressings Ranch and Honey Mustard (1/2 Pan)	Canned or Frozen Fruit Slot <i>Changes Monthly</i> (1/2 Pan)	FLEX Slot HOTM Slot on Wednesday <i>Can change daily</i> (1/2 Pan)	Seasonal Fruit Slot Cut Fresh Fruit <i>Changes Monthly</i> (Full Pan)
VEGETABLES					FRUIT AND FLEX SLOT			



Dark Green & Red

Other

Dark Green

Red Orange

Legumes & Starchy

Dressings

Canned Fruit or frozen fruit

Flex Slot Options:
ONLY
FRUIT/VEGGIES
 (NO JUICE)
 -HOTM on Wed.
 -Leftover BIC apple
 -Jicama
 -Jalapenos
 -Pickles

Seasonal Fruit (Cut)

Mixed Salad Yielding Info:

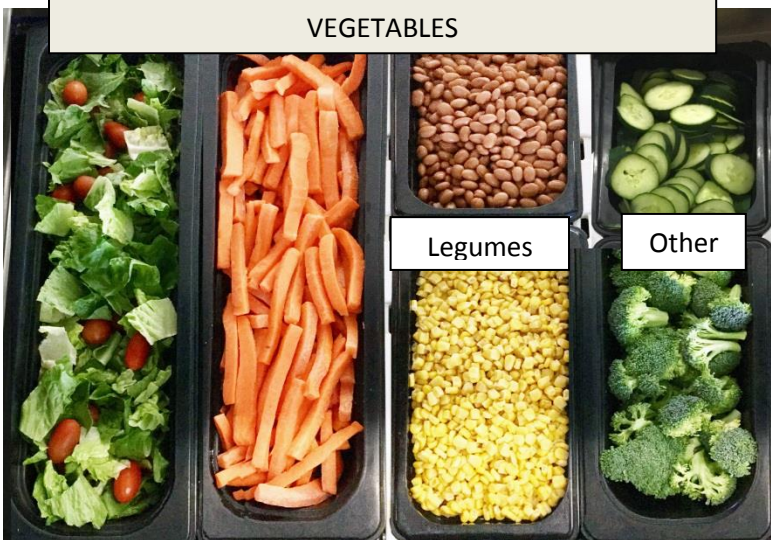
4 inch Senior Pan = 64 servings (1/2 cup each)
 2 inch Senior Pan = 32 servings (1/2 cup each)
 4 inch Half Pan = 32 servings (1/2 cup each)
 2 inch Half Pan = 16 servings (1/2 cup each)

Salad Bar Menu – Small Salad Bar (5.25ft) – 4 Senior Pan

Full Senior Pan		← 1/4 Pans →		← 1/2 Pans →			
Romaine and Grape Tomato Mix (1/2 Pan)	Carrot Sticks (1/2 Pan)	Pinto Beans (1/4 Pan)	Cucumber Coins (1/4 Pan)	Dressings (1/4 Pan)	Canned or Frozen Fruit Changes Monthly (1/2 Pan)	Flex Slot HOTM Slot on Wednesdays Can change daily (1/2 Pan)	Seasonal Fresh Fruit Changes Monthly (1/2 Pan)
		Corn (1/4 Pan)	Broccoli Florets (1/4 Pan)	Dressings (1/4 Pan)			

← Same items every day →
← Items change monthly, weekly, or daily →

VEGETABLES



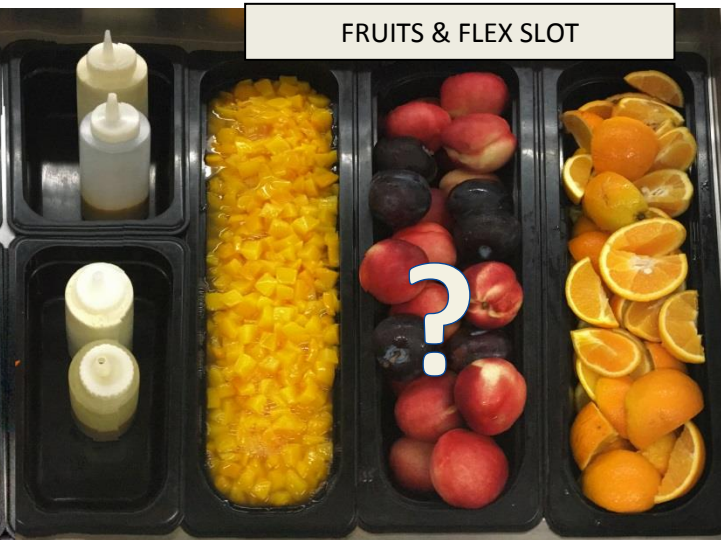
Dark Green & Red Orange

Red Orange

Starchy

Dark Green

FRUITS & FLEX SLOT



Canned Fruit or frozen fruit

Flex Slot Options:
ONLY FRUIT/VEGGIES
 (NO JUICE)
 -HOTM on Wed.
 -Leftover BIC apples slices
 -Jicama
 -Jalapenos
 -Pickles

Seasonal Fruit (Cut)

Mixed Salad Yielding Info:

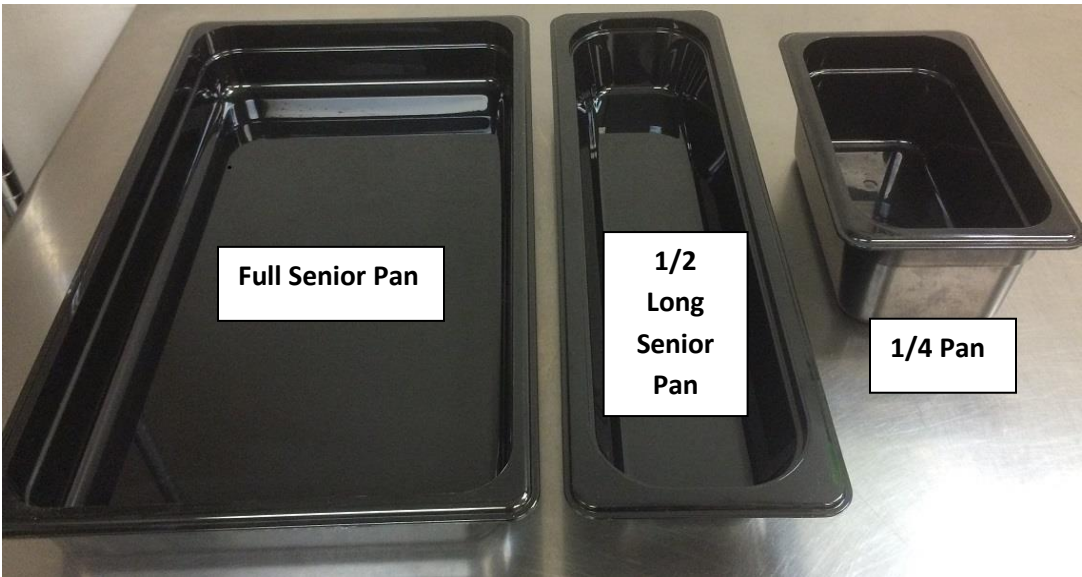
4 inch Senior Pan = 64 servings (1/2 cup each)
 2 inch Senior Pan = 32 servings (1/2 cup each)
 4 inch Half Pan = 32 servings (1/2 cup each)
 2 inch Half Pan = 16 servings (1/2 cup each)

Salad Bar Equipment & Smallwares

Ordering Smallwares and Equipment

If tongs, spoons, salad bar pans, Sunkist Sectionizer blades or other items are needed, the Area Supervisor can request these items for your school site. Supervisors, please refer to the current smallwares inventory and email requests to foodservicessmallwares@sandi.net with the item, quantity, and location code of the site requesting the smallwares or equipment.

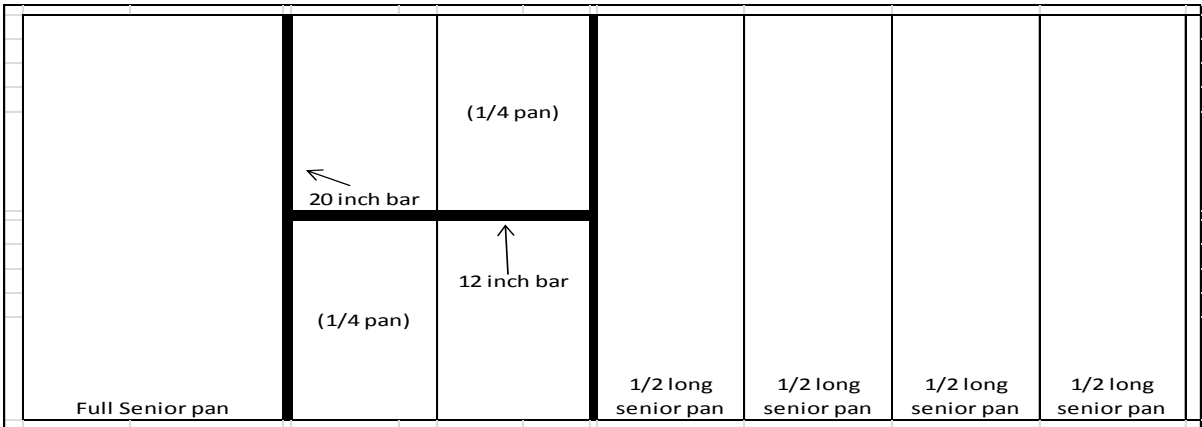
Salad Bar Pans



Salad bar pans come in full senior pans, 1/2 long senior pans and 1/4 pans. All sizes come in 2" deep and 4" deep. Please use the pan that will allow for the least amount of waste.

Adaptor Bars

Adaptor bars are only needed for smaller 4 senior pan capacity salad bar. Two long 20 inch adaptor bars and one 12 inch adaptor bar is needed for the set up below. Please look at the diagram below for an example of how to hang the adaptor bars and the 1/4 pans.



Sunkist Sectionizer and blade attachments

The Sunkist Sectionizer uses different blades, plungers and rubber seals. Make sure the correct combination of blades and plungers are being used together. **Blades numbers refer to how many slices or cuts the blade will make: Number 7 blades cut cucumbers into 7 slices. Number 8 blades cut oranges into 8 wedges.** If the wrong plunger is used with the wrong blade, the machine won't work or plastic can break off into the food being prepared.



The rubber seals protect the machine while in use, so please use and wash them each time. Please be careful with the blades, they are very sharp. Store unused blades in their cardboard boxes, sharp side down.

Number 7 Blade for cucumbers or tomato slices



Number 7 blade with plunger and rubber seal



Number 7
blade and
plunger set up

Number 6 and 8 Blade for cut fruit

Refer to monthly Production Pointers for direction on which blade to use



Set up for cutting fruit



Number 6 and 8 blades use the same 8 pronged plunger and rubber seal

Smallwares List for Salad Bars

This equipment list is for one salad bar set-up. Utensils listed below are assuming the salad bars are being accessed from both sides.

For a Large 6 ft. - 5 senior pan capacity salad bar

Salad Bar Pans (Inserts):

- 1 full senior pan (2" or 4" deep)
- 8 half long senior pan (2" or 4" deep)
- 4 inch pans can be used for popular items that need to be refilled often, 2 inch pans should be used for less popular items

Serving Utensils:

- 10 tongs
- 6 squeeze bottles
- 4 spoons/ladles

Blue Ice: 8 blue ice

For a Small 5.25 ft. – 4 senior pan capacity salad bar

Salad Bar Pans (Inserts):

- 1 full senior pan (2" or 4" deep)
- 4 half long senior pan (2" or 4" deep)
- 4 quarter ($\frac{1}{4}$) pans (2" or 4" deep)
- 4 inch pans can be used for popular items that need to be refilled often, 2 inch pans should be used for less popular items

Serving Utensils:

- 10 tongs
- 6 squeeze bottles
- 4 spoons/ladles

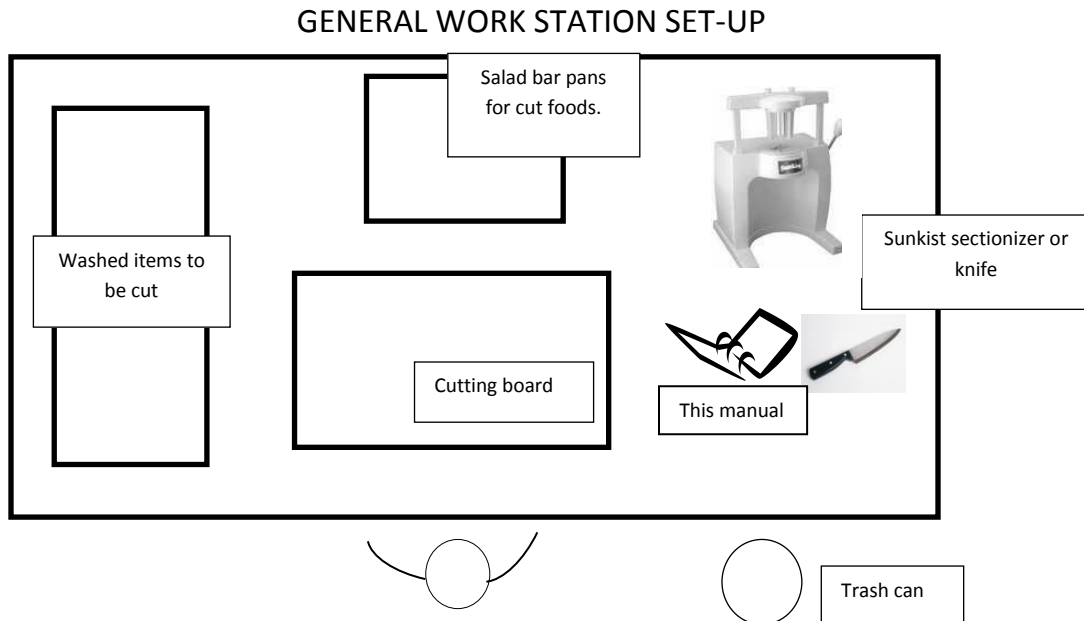
Blue Ice: 8 blue ice

Adaptor Bars:

- 2 long adaptor bars (20 inch)
- 1 short adaptor bar (12 inch)

Salad Bar Set Up and Procedures

In order to provide our customers with the best possible salad bar we must ensure that we prepare salad bars properly; setting up a clean and productive work station helps.



BEFORE YOU GET STARTED:

1. See the diagram above for a suggested work station set-up.
2. Place this manual at your work station.
3. Sanitize knives, cutting boards and fruit sectionizers to be used in salad bar preparation.
4. Wash your hands thoroughly before prep and wear gloves during prep. Change gloves when necessary.

PREPARING SALAD BAR FOODS:

1. Prepare salad bar food bars before preparing hot foods. Foods should be kept under refrigeration at 41 degrees F or below. Place foods on the salad bar no more than 15 minutes before service.
 - This prevents perishable foods from wilting or turning brown before service.
 - This is also a good food safety practice; cold foods should not be out of refrigeration for more than 4 hours.
2. Wash WHOLE fruits and vegetables with potable running water before cutting.
 - a. You may rinse fruits and vegetables under running water in a colander.

- b. Processed produce like (chopped lettuce, cut broccoli and others) does not need to be washed.
- 3. Prepare back-up salad bar inserts while preparing all other inserts.
 - If these back-up foods are not served and are held at proper temperatures they can be served the next day.
- 4. Wipe down sneeze guards and railings before putting the food in the salad bar.
- 5. Place a minimum of 8 blue ice blocks in the bottom of salad bar wells no more than 15 minutes before filling the bar.
 - This is done to keep the blue ice cold and effective at cooling food.
 - Make sure to position 2 blue ice blocks under the dressing squeeze bottles.
- 6. All dressings will be served in squeeze bottles and placed in the insert that separates the vegetables and the fruit.
- 7. Follow the schematics on pages 3 and 4 and place salad bar inserts in the correct order.
- 8. Every Wednesday we will be serving a local Harvest of the Month (HOTM) item in the flex spot.
- 9. After putting the salad bar(s) in place, remember to lock the wheels on the salad bar.

MONITORING & RESTOCKING SALAD BARS DURING LUNCH

Keeping the salad bar looking nice and well stocked during lunch service is good customer service and ensures that we offer a reimbursable meal to all students. Monitoring and restocking the salad bar keeps it clean, fair for all and is how we avoid poor appearance.

- 1. Restock inserts when they are running low.
 - Restocking is done to maintain students equal access to popular salad bar items.
 - Restocking is done to maintain visual appeal of the salad bars.
- 2. If you run out of a food item, even the back-up supplies, you can replace that item with a like item on the salad bar. Please report the shortages to a manager.
- 3. Do not bring out back-ups until the supply of food on the salad bar needs replenishing.

4. Have back-up foods in a Cambro or cooler close to salad bars so they maintain cold temperatures and allow for quick access to them.
 - Use the “First In First Out” rule for back-up inserts.
5. Provide enough of all salad bar items up until the last customer passes through the line but please try to minimize food waste.
 - For example: If there are two salad bars then toward the end of service one can be shut down and replenished instead of refilling both salad bars.
6. Monitor students to ensure they do not reach into food containers with their hands, taste or drop foods and then return it to the salad bar.
7. Monitor students to ensure they take enough fruits and vegetables to help ensure student meals qualify as a reimbursable meal. They must take at least a ½ cup of fruits or vegetables.
8. Store wiping cloths in the proper sanitizing solution at the proper concentration at all times.
9. Wipe service areas as they become dirty.
10. Sweep the floor around the salad bar as they become dirty.
11. Employees should quickly clean up any spills.

CLEANUP SALAD BARS

1. Record the amount of leftover food at the end of service on the Production Report.
 - This is done to track food costs, food ordered and food used.
 - Revere staff and your supervisors review these reports closely, be as accurate as possible.
2. **Dispose of any leftover food (food served and left on the bars after service) on the salad bar at the end of day.**
 - Some schools have gardens and students may arrange to pick up and compost salad bar leftovers. Please see page 18 for further information about this.
3. Wash and sanitize the salad bar after each use. Use only soft towels to clean the clear plexiglass of the salad bar. Never use anything abrasive like a scrubbing green sponge that could scratch the the plexiglass.

DRESSINGS

1. All dressings will be served in squeeze bottles.
2. Please label the Honey Mustard Dressing bottles with the Green Bellies label. If more labels are needed, ask your Area Supervisor.
3. Before filling squeeze bottles for the 1st time, please cut the tips of the squeeze bottles with a pair of scissors.
 - Only cut a centimeter or less off the top of the bottle, the goal is to barely widen the whole not create a huge hole in the tip of the squeeze bottle.
4. For ranch dressing please prepare between 2 to 4 squeeze bottles of ranch, use your discretion based on usage at each site.
5. For the Honey Mustard Dressing please prepare no more than 2 bottles per dressing per flavor.
6. For all dressings- be mindful of waste!
7. Immediately before service store dressings in refrigerator at 41F degrees or below.
8. Place at least 2 blue ice directly under dressing inserts no more than 15 minutes before service.
9. Keep all dressing refills in the refrigerator.
10. Replace empty squeeze bottles with fresh ones stored in the refrigerator.
- 11. At the end of lunch service, throw out unused salad dressing.**
12. Clean the squeeze bottle using the instructions below so they can be used the next day.



SQUIRT BOTTLE CLEANING PROCEDURE FOR SALAD DRESSING

- Unused, unserved bottles of dressing kept in the refrigerator may be used first during the next service.
- **All dressing bottles left on the salad bar are disposed of at end of meal service.**
- Dump remaining dressing over the trash can, then rinse, wash, and sanitize.
- Make sure the three compartment sink is properly set up for ware washing. Use procedure for washing in non-three compartment sink.

- Ensure suds are visible only in the sink and water is clean and free of grease and food particles.
- Sanitizer is correctly mixed and sanitizer strip is used to test chemical concentration.
- **Allow bottle parts to air dry with the caps off.**
- Refill bottles with dressing and refrigerate at or below 41 degrees for next service.



Common Mistakes in Salad Bar Preparation

1. Plastic bags are used over blue ice.
 - Plastic bags should not be used on salad bars.
2. Foods are put out in the wrong order.
 - Please review photo and schematic of salad bar on pages 3 and 4 of this guide.
3. Sporks are placed on the salad bar.
 - Sporks should not be put in any insert on the salad bar **UNLESS it is BREAKFAST**.
 - They are handed out at the POS or the front of the lunch line.
4. Serving/selling cold beverages from the salad bar.
 - Do not use a salad bar as a cooler for drinks. Only fruits and vegetables are allowed on the salad bar.
5. Using different color inserts/pans.
 - All inserts should be black plastic pans.
6. Serving whole fruit.
 - Never serve whole fruit unless instructed to do. These exceptions would be the whole plums or nectarines we serve for Harvest of the Month.
 - Cut fruit using the correct blade that the monthly production pointers dictate.
7. Allowing fruits to float in lemon juice, or not preparing the dilution correctly for cut avocados or pears.
 - Never apply the straight concentrate to fruits. Fruits should be lightly dressed with the correctly diluted lemon concentrate. The correct dilution is 1 part lemon juice to 4 parts water, or a ½ cup of concentrated lemon juice with two cups water. Using an empty clean dressing squeeze bottle is the best way to apply the diluted lemon juice.
 - Drain any excess liquid from the insert before putting the fruit and insert on the salad bar.

PLEASE AVOID THESE COMMON MISTAKES!

Take your time and pay attention to the salad bar, it is a key part of our school meal. Thank you!

Salad Bar Questions & Answers

WHY SALAD BARS?

Salad bars are the heart of our meal program at San Diego Unified. We were one of the first districts to have salad bars, and now have one of the biggest fresh salad bar programs in the country. Salad bars provide a variety of fresh fruits and vegetables to students, empowering them to choose what they like.

WHAT IS FARM TO SCHOOL?

Farm to School connects schools and local farms with the objectives of serving healthy meals in school; improving student nutrition; providing agriculture, health and nutrition education opportunities; and supporting local and regional farmers. San Diego Unified School District's Farm to School program seeks to increase children's participation in the school meal program and consumption of fruits and vegetables, thereby improving childhood nutrition, reducing hunger, and preventing obesity and obesity-related diseases. We seek to do the above by improving the health of our school meals by partnering with local, regional, and other California farms to bring the freshest and most delicious food to our students.

WHY HARVEST OF THE MONTH (HOTM)?

Harvest of the Month (HOTM) is a project designed to expose students to new and unique foods they might not otherwise eat at school. HOTMs can be local, organic or conventional fruits or vegetables. The HOTM project highlights local fruits and vegetables and the local farmers who produce them. Every month a special food item is featured on our salad bars each Wednesday. Each month new farmer cards will be sent from the central office to promote that new HOTM item at your school. Please post these on the salad bars and switch out each month. Some HOTMs are more better received than others, it just depends on what we are introducing kids to. Please encourage students to try these new foods – check out the videos that highlight the HOTM item and farmer for information to use with students.

WHAT IS THE FLEX SLOT?

Flex is short for flexibility which we hope this insert will give school sites. Four out of five days a week Area Supervisors, Supervisors and/or site leaders will choose the food item to go in the flex insert. On Wednesday's this slot is dedicated to the Harvest of the Month item. On other days, jicama, fruit, pickles or jalapenos could be added (for burgers or sandwiches). BIC fruit can be used in the flex spot, but NO JUICE. Please serve only fruits and vegetables in the flex insert, no juice, entrees or snack food items.

HOW DOES THE CANNED FRUIT AND SEASONAL SLOTS WORK?

A new canned fruit item will be assigned to this slot each month. A seasonal fruit will be assigned to the seasonal fruit slot each month. This will always be a fruit that needs to be cut. No whole fruit should go into this seasonal fruit slot. These changes are sent out in the monthly produce production pointers.

WHO IS THE SALAD BAR MONITOR?

The kitchen staff whose duties include monitoring the salad bar for the time selected/assigned at each school site. The salad bar monitor is very important for a successful salad bar program.

ROLE OF THE SALAD BAR MONITOR:

1. Ensures proper preparation of salad bar foods.
2. Assists with posting salad bar marketing and outreach materials in the cafeteria or on the salad bar.
3. Monitors the salad bar service during lunch service.
4. Re-stocks the salad bar throughout the lunch service in a timely manner.
5. Communicates all salad bar needs or concerns to the kitchen Site Leader.
6. Accurately tracks salad bar usage and waste.
7. Provides a copy of salad bar tracking report to site leader on a daily basis.
8. Assists with salad bar clean-up.

Resources for Your Salad Bar Program

Monthly Produce Production Pointers

Refer to the monthly produce production pointers for the seasonal and local changes on the salad bar. These pointers give direction on how to handle and prepare salad bar items. Please post them in your kitchens so staff can easily refer to them.

Farmer Cards



YOUR FARM



Kingsburg Orchards
Black Splendor Plums

Wednesday's Harvest: Black Splendor Plums

Farm: Kingsburg Orchards
Location: Kingsburg, CA
Farm Age: Started in 1981

Main Crops: Different types of stone fruit such as nectarines, peaches, cherries and other fruit like kiwi and asian pears.

A family of farmers:
These 13 farmers from two families grow over 20 types of fruit at Kingsburg Orchards.



These farmer cards help students learn about who is growing their food. Please post them on each side of the salad bar each month, and use the information to communicate to students about the local Harvest of the Month item.

Harvest of the Month Videos

Each month we create short videos that take viewers on a virtual farm field trip to the farm that is growing our Harvest of the Month item. You will be sent the links in the newsletter and in a separate email. Please watch the videos with staff in your kitchen so everyone can learn more about the featured farm and item. It is important that our students also see the video, so please share the video links with teachers and principals at your school.

San Diego Unified School District Food Services Produce Production Pointers October 2014



Seasonal Fruit Bowl – Asian Pears, Apples, Black Splendor Plums, (served whole)



There are different pear types. The Hosu Asian pear is featured on the Fruit bowl this month.

Asian Pear – Hosu Variety: These are also known as "apple pears" because they are shaped more like an apple than the traditional pear shape. These will come in a 27lb case with 96 pieces of fruit. Each Asian pear is a little more than a half cup serving so there will be 96 ½ cup servings per case since these are served whole in the fruit bowl.

Apples: Each 40lb case will yield about 130 ½ cup servings. Each apple is a ½ cup serving.

Black Splendor Plums: These plums will come in a 28lb fill box with about 138 pieces of fruit. Each plum is equivalent to a ½ cup serving so there will be about 138 ½ cup servings per case. Note on Stone fruit please leave cases of outside of refrigeration for a day or two to speed up ripening.

Seasonal Cut Fruit on Salad Bar: Valencia Oranges, Monday-Friday (California Grown) These oranges will come in an 88 count box. Wash and wedge Valencia oranges using a G blade cut. 4 of those wedges will equal a ½ cup serving. Using this cut there should be 132 servings in an 88 count box.

USDA Canned Fruit Slot on Salad Bar – Changes Monthly – Mon-Fri
Applesauce – Order from Sysco

Harvest of the Month – Red Flame Grapes (Seedless) – Wednesdays

How to order and what to expect: They will be listed as **GrapeRed** on the website. These 18lb cases will yield 99 ½ cup servings. A half cup serving is about 12 grapes, which is a bunch about the size of a light bulb.

How to handle and serve? Wash bunches of grapes. Snip grapes into the size of a light bulb. Do not remove grapes individually from the stem, leave them attached in bunches.

Who is growing the Harvest of the Month item? Old Grove Orange was started by farmer Bob Knight. He helps many small farms in Southern California get their produce to market. He is a 4th generation farmer who has been trying to save orange groves and other farm land from development in Southern California. This month we are working with Farmer Bob Knight to grow our Red Flame grapes.



Please contact Kathryn Spencer with any questions: kspencer@sandi.net or (858) 627-7310

Watch the video about grapes at: www.sandi.net/Pages/988



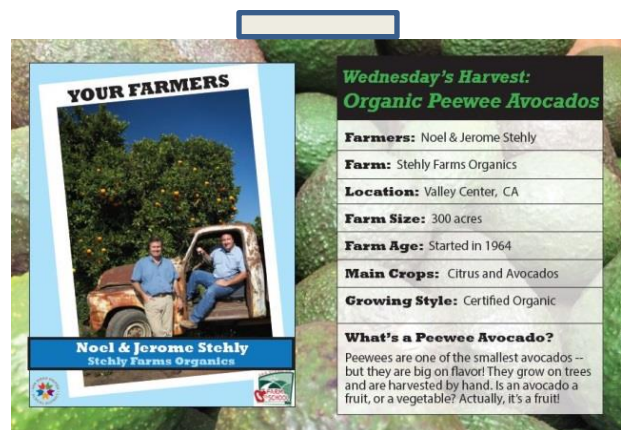
Salad Bar Sign Placement and Marketing

There are **2 signs** for each side of the salad bar, the Farmer Card and the Try Something New Cling:

- 1) **Try Something New Cling:** Clings are great because they don't need tape or fasteners and you can move them around until you have them straight. This cling will be placed **underneath** the Plexi glass facing out (this is the only way it will cling, and will make cleaning easier). Please center this cling toward the bottom edge of the salad bar like this:



- 2) **Harvest of the Month Farmer Cards:** Each month you will receive two farmer cards for each of your salad bars. You will put the card in the same place each month. Please stick a small plastic holder on each side of the salad bar so the card will be placed over the flex spot of the salad bar like this:



The Harvest of the Month Farmer card will slide into the clip on the top of the sign. Every month a new sign with the new Harvest of the Month item and farmers will be sent to you. Please make sure to switch the signs out when the new month of produce starts.

GARDEN TO CAFÉ PROGRAM

School Garden Produce Served on the Salad Bar



Student harvesting for the salad bar at Franklin Elementary

Farm to School is not just about the local foods served in the cafeteria. It is also about connecting students to where their food comes from, educating them about the various methods of growing food (on farm, at home and in the garden) and creating a connection between food, personal health and community. Our **Garden to Café** program helps us achieve this goal.

Garden to Café (G2C) is about serving fresh and healthy garden-grown foods to students on the salad bar at lunch. School gardens interested in **Garden to Café** must attend a training and complete the certification process before serving garden grown foods on the salad bar.

How will you be impacted by this Program? Area Supervisors and Site Leaders at school sites who participate in Garden to Café will attend a brief employee in-service about the program. Site Leaders will handle and serve garden grown items on a weekly, monthly or other basis to be determined by the site leader and the garden coordinator.

Questions about the Garden to Café Program? Call or email Janelle Manzano at jmanzano@sandi.net or 858-836-8901.



Students harvesting for their cafeteria at Sherman Elementary

Composting Salad Bar and Student Waste

Composting Food Waste

There are two main sources of food waste at school:

- 1) Leftover food from the salad bar and kitchen that cannot be re-served
- 2) Food scraps from student meals (after it has been served to students or brought from home)

Current state law requires that in the near future food waste will not be allowed in the trash, but must be kept from going to landfills. The district is looking at ways to minimize food waste in the school meal program, as well as support efforts to manage any remaining leftover food that cannot be re-served in the future. As part of this effort, the district supports school garden compost programs for leftover fruits and vegetables from the salad bar.

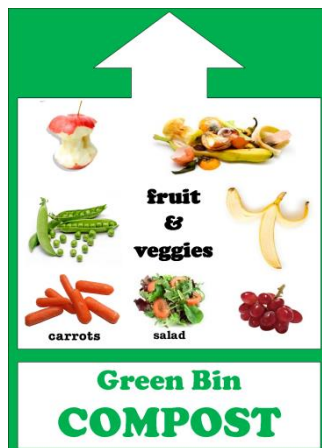
What is Composting?

Composting food waste means mixing up leftover fruit and vegetables with other materials in a special bin or container, usually located in the school garden. After a while this material breaks down into a type of fertilizer that is used in the garden to help crops grow. Only FRUITS and VEGETABLE waste should be composted in school gardens, unless approved by district staff for other types of food waste.

All groups (students, staff, or parent volunteers) interested in collecting leftover produce from the salad bar for composting must follow the guidelines outlined below:

Composting Leftover Salad Bar Waste

1. Principal must approve composting activities on campus
2. If approved by the principal, contact Bob Brody at rbrody@sandi.net
3. The staff or students at the school site must work with Food Services staff to estimate the amount of food waste that can be expected
4. The composting group must set-up a collection schedule with kitchen staff



Tools to be provided by students/teachers, before collecting kitchen waste begins:

1. A container with lid and wheels or bucket with a tight fitting lid
2. Proper signage for the green container (showing fruits & veggies only)
3. A designated student and adult to pick up waste at least twice a week, or on approved schedule
4. A safe and secure place to compost waste on school site
5. Water source to rinse out collection container(s) every time prior to returning to the cafeteria

Collecting Student Food Scraps

Food waste or scraps from student meals that were already served (also known as “post-consumer food waste” or “plate waste”) can be a significant contributor to the school’s waste stream. Collecting this food for off-site composting (or school site composting with prior approval) requires extensive education and outreach, as well as a dedicated team of students and volunteers. If your school is interested in collecting student food scraps for composting, please contact the district’s Recycling Specialist, Janet Whited, at jwhited@sandi.net or (858) 637-6268 for more information and assistance.

