

In-service: How to Read and Use a Menu Spreadsheet

Objective: It is important to know how to read the Cooks Spreadsheets to ensure that every resident receives the appropriate portion and texture of food. Food and Nutrition Services Staff will be able to:

1. Read and understand the Cooks Spreadsheets for all meals.
2. Explain how to know which scoop to use or portion to serve for each item served.
3. Explain the difference between noon and evening sections on the Cooks Spreadsheet.

Method:

Lecture, discussion, review of Cooks Spreadsheets and Menu Substitution List, post-test.

In-service:

Healthcare Menus Direct, LLC menu packets include double-sided Cooks Spreadsheets that will be used for the entire menu cycle. Please note that these are your master spreadsheets- the facility must make copies of these spreadsheets and indicate which day it corresponds to as they work through the various days in the menu cycle.

- The facility can make single sided spreadsheets, by copying the spreadsheets in-house, which will allow for the documentation of changes on the back of the spreadsheet, if preferred.

Point out and discuss the following features, on a sample Cooks Spreadsheet (included as a handout to this in-service):

- On the top right-hand corner, you will see the week and day that particular Cooks Spreadsheet corresponds with. Note that each day of the week has its own Cooks Spreadsheet.
 - It is important that you circle the date.
 - Special days included with the menu cycle will have their own Cooks Spreadsheet.
- Each menu item is listed for Breakfast, Lunch, and Dinner in the vertical column, starting under the Regular diet. All therapeutic diets are found on the top horizontal row. Read straight across for each diet and size (small, medium and large) and serve the amount listed in the box below that specific column (that corresponds with that food item).

- Scoop size or portion is indicated in each box, and abbreviations and scoop/portion equivalents are typed under dinner for reference.
- On front side of the spreadsheet (page 1), you will find the Regular, Mechanical Soft, Pureed, Dysphagia Mechanical, 2-gram Sodium, and CCHO Diets. On the back of the spreadsheet (page 2), you will find the various Renal diets, Low Fat/ Cholesterol, and Finger Foods diets.
 - Note that there is a blank column on the far right of the front side (page 1) of spreadsheet to write in special diet and portions to be served.
- If there is a blank box under one of the diets, serve the same amount as specified (with the appropriate serving size) under Regular diet.
 - Point out examples on a sample Cooks Spreadsheet.
 - Exception: Residents on 2 gm Na Diet are not to have large portions.
- If there is a specific food or ingredient to omit or texture change required for a certain food item, it will be indicated in the box corresponding to that diet and food item.
 - Point out examples on a sample Cooks Spreadsheet for the Mechanical Soft Diet at dinner, like:
 - i. “Chop ½” or less” (Tossed Green Salad with Salad Dressing)
 - ii. “Chop ½” soft, no skin” (Fresh Fruit Cup)
- Since spreadsheets are now double-sided, there is a menu substitution list that can be used to document menu changes.
 - Show staff and discuss the Menu Item Substitution list
 - Note: Staff can make single sided spreadsheets, by copying the spreadsheets in-house, which will allow for the documentation of changes on the back of the spreadsheet, as before.
- Temperatures for each food item, texture, and substitute need to be recorded each meal.
 - They can be recorded on the spreadsheet, under the temperature column (next to food item), or on a separate temperature log.
- The production column (on the far left of the spreadsheet) can be used to specify what product to use for that menu item. For example:
 - For a deli meat sandwich- indicate to use sliced turkey or pastrami.
 - For fresh fruit- indicate to use left over watermelon.
- Lastly, please note that fortification instructions are on separate pages that come in the menu packet each cycle.

Post-test: How to Read and Use a Spreadsheet

1. True/ False: The first row across the top of the spreadsheet indicates the various diets and size.
2. True/ False: If you find a blank box on the spreadsheet, it means you can fill in the item with whatever you have on hand.
3. True/ False: The Cooks Spreadsheet has the week and day that it corresponds to on the top right-hand corner.
4. True/ False: The boxes on the spreadsheet will tell you how much of a food item to serve and if there are any texture changes.
5. True/ False: Abbreviations and scoop/ portion equivalents for the Cooks Spreadsheet can be found in the top left-hand corner.

Post-test: Answers

1. True
2. False, it means you can serve the same amount specified under the Regular diet.
3. True
4. True
5. False, they are found on the bottom portion of the Cooks Spreadsheet, under the dinner section.