

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **TRAKNOW**

PURPOSE

This procedure outlines the managerial functions of the Department of Food and Nutrition's back of the house online system.

PROCEDURE

TrakNow is the back of the house online system used by the Department of Food and Nutrition that includes integrated production records, ordering and perpetual inventory management. This system contains detailed information regarding the menu items offered, the serving units and the quantities of food served as part of the reimbursable meal in accordance with federal regulation. The records maintained on this online system serve as documentation for federal reimbursement of student meals and are reviewed during federal, state and/or internal audits.

TrakNow back of the house online system includes the following management functions:

- Menu Forecasting
- Ordering
- Receiving
- Viewing, scaling and printing recipes
- Inventory Usage
 - Production Records
 - Paper Goods Usage (Pick Break Spoil)
 - Food spoilage or loss (Paper Goods Usage / Pick Break Spoil)
 - Inventory transfers
- Physical inventory

Menu Forecasting

Menu forecasting is an essential management tool. It is the first step in planning for the serving week. It is used to provide vendors an estimate of the items needed to ensure menu items and other necessary items are available for delivery to school sites. Additionally, it is used to create orders and production records for school sites.

Menu forecasting counts are determined by student participation to keep inventory to a minimum. It is completed six (6) weeks in advance of the serving week for breakfast, lunch, snack, after school meals and a la carte items. For detailed instructions on completing menu forecasting, food service managers/satellite assistants may refer to the [Menu Forecasting Desk Aide](#).

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Ordering for US Foods - Purchased and Commodity

Orders for purchased and commodity foods are generated based on school sites' menu forecasting. Orders must be submitted on the first day of the work week, four weeks prior to the serving week. Before submitting orders, food service managers/satellite assistants should review and revise the orders as needed. Revisions to US Foods orders needed after the deadline should be submitted to Food and Menu Management no later than the Friday prior to the delivery week. For detailed instructions on completing food ordering, food service managers/satellite assistants may refer to the [Ordering US Foods Desk Aide](#).

Ordering for Stores & Distribution (S&D) - Paper Goods and Supplies

Paper good and supply order counts are determined by student participation to keep inventory to a minimum. Orders should be completed by the first day of the work week, four (4) weeks prior to the planned serving period as per the Production Schedule. For detailed instructions on completing paper good and supply orders from S&D, food service managers/satellite assistants may refer to the [Ordering S&D Desk Aide](#).

Receiving Deliveries

All orders placed using TrakNow and those placed directly with vendors should be input in TrakNow once they are received per Food and Nutrition Procedure [C-3 Receiving Food/Supplies/Service](#). For detailed instructions on receiving items ordered and items not ordered in TrakNow, food service managers/satellite assistants may refer to the following Desk Aides [Receiving – US Foods](#), [Receiving – S&D](#), [Receiving Deliveries without TrakNow Order](#).

View, Scale and Print Recipes

Food service managers/satellite assistants may view, scale and print recipes using the Recipes application. Recipes may be searched by name or code. Once the desired recipe is selected, click "View".

In View, recipes may be scaled to the quantity needed by selecting Recipe Scaling, entering the quantity needed in Number of Servings and clicking Calculate. Click Print to print the recipe reflecting the adjusted number of servings.

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Inventory Usage

Keeping track of food and non-food items usage is a critical element in controlling costs. The following management tools in TrakNow are used for this purpose:

A. Production Records

Production and Menu Records contain detailed information regarding the menu items offered and quantities of food served as part of the reimbursable meal in accordance with federal regulation. Production Records are required records the food service manager/satellite assistant must complete daily in TrakNow; completion of records is a major element of job performance. For detailed instructions on completing Production Records, food service food service managers/satellite assistants may refer to the [Day of Service - Posting Production Desk Aide](#).

B. Paper Goods Usage

The Pick Break Spoil report is used to create paper goods usage report to remove non-food items from inventory. This report may be completed daily or weekly. It is required to maintain accurate inventory of non-food items. Food service managers/satellite assistants can also use it as a guide for average paper goods usage for forecasting and ordering purposes. For detailed instructions on creating the Paper Goods Usage Report, food service managers/satellite assistants may refer to the [Creating Paper Goods Usage Desk Aide](#).

C. Food Spoilage or Loss

Inventory loss or spoilage should be accounted for by using the Pick Break Spoil report to remove items from inventory. Food service managers/satellite assistants must follow Food and Nutrition Procedure [C-10 Reporting Losses of Purchased, Commodity and Prepared Foods and Non-Food Items](#) for complete reporting of food losses. The procedure to account for food spoilage or loss is similar to the procedure for reporting paper goods usage. Detailed instructions on accounting for food loss or spoilage may be found at the end of the [Creating Paper Goods Usage Desk Aide](#).

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D. Inventory Transfers

The inventory transfer process is essential for the cost of the transferred items to be accurately charged to the receiving school. Accounting for the transfer of food and non-food items between schools is the responsibility of Food Service Accounting. It is the food service manager's/satellite assistant's responsibility to properly document transfers. Transfer should be completed the same day the physical transfer occurs. For detailed instructions on completing transfers, food service managers/satellite assistants may refer to the [Site to Site Desk Aide](#).

Physical Inventory

A complete physical inventory of all commodity foods purchased foods and non-food items must be taken as scheduled. Inventory periods are determined by fiscal month rather than calendar month; therefore, the physical inventory schedule provided must be consulted to determine the dates for reporting inventory. The following management functions within TrakNow must be completed before inventory may be input and finalized: Receiving, Production and Menu Records, Paper Goods Usage, Transfer Reports and Loss Reports. For detailed instructions on completing inventory, food service managers/satellite assistants may refer to the [Creating, Printing Inventory Worksheets and Entering Physical Counts Desk Aide](#).

Base/Satellite Guidelines

Ordering from US Foods

This section will demonstrate how to place orders for US Foods food items from the Satellite Kitchen to the Base Kitchen. Site managers should follow the ordering procedures established by their District's Food Service Production Schedule (FSPS) and the TrakNow Implementation Specialist during training. For detailed instructions on how to place orders for US Foods items from the Satellite Kitchen to the Base Kitchen, the food service managers/satellite assistants may refer to the [Ordering Satellite to Base Kitchen Desk Aide](#).

Food Transfer for sites that complete a separate Production Record

On the day of meal service, base schools must create a meal transfer report for meals that was prepared for the satellite site. The transfer is then sent to the Satellite site for review and acceptance. For detailed instructions on completing finished goods transfer, food service managers/satellite assistants may refer to the [Creating Finished Goods for Transfer to Satellite Site\(s\) Desk Aide](#).

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For Action By:

Refer Questions to: Department of Food and Nutrition

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