Cornell Dining FSS Quick Sheet New Item & Recipe Procedure Links

This document can be found on Cornell BOX: https://cornell.app.box.com/v/FSSLINKS

Items Purchasing: Procedures for adding New Food & Supply Items

Reference SOP 006 - New Food Items, Samples from Vendors,& Substitute Items.

To maintain the integrity of item data within FSS, the following process is used to manage the introduction of all new items into the data base, including the replacement of existing items. All new items for consideration into the FSS system must be submitted on New Item Form with all required data completed and sent to CWI/Purchasing Team for review. Once reviewed and approved, new items will be forwarded for entry to the FSS Data Team following the established process for new items being added to FSS: https://cornell.box.com/v/FSSTasksItemMaintenance **The Manager Food Service Systems** will organize all request forms in the Vendor Item Spec Sheet Sharepoint folder & review with **CWI Purchasing team** for new or replacement items weekly. Items are reviewed against current items available in FSS to avoid duplication. The team will ensure the item meets established criteria before moving onto product samples & testing as necessary. *allow a minimum of 5 business days.*

CWI/Purchasing Team Item Review Criteria*:*

- ☐ Review in FSS that there is not already an existing item in the system that meets this purpose.
- ☐ Item Specification Sheet for Nutritional Review of item acceptability based on Food preferences, Nutrition facts, Allergy contents, and Ingredient list.
- ☐ If this is a replacement item, there will be no impact to existing recipes because of this product change compare *(nutrition, allergens, cost, vendor change, delivery, & pack size.)*
- ☐ Cost of this item is consistent with food cost expectations: residential vs retail operations
- ☐ Cost comparison data and savings are calculated and tracked on the purchasing spreadsheet
- ☐ Review of Cornell Dining Purchasing Quality Standards based on program requirements
- ☐ Expected usage calculations are compiled and reviewed for minimum purchase requirements
- ☐ Menus of Change initiatives
- ☐ Sustainability initiatives
- ☐ Seasonal product availability, General availability & delivery from the vendor
- ☐ Local & regional vendor location considerations
- ☐ Special requirements for Kosher, Halal, Risley (FF Gluten & peanut) If there is a recipe associated with this new item, the recipe must be submitted with the item request on the appropriate recipe submission form with all required data completed.
- ☐ If it's a replacement item, the Chef/Manager indicates so and forwards the item for entry for replacement of designated existing item in recipes and inventory.

New Item Testing: Once a new item has been approved by the CWI/Purchasing team, the QA&D Chef will request samples from the vendor and use the new product samples form for testing. Depending on the product usage or programmatic changes items may require a formal tasting or cutting against a current product being used. Tastings and product cuttings are scheduled with the CWI team, Exec Chef, & Senior Chefs for final product determination. Item spec sheets & testing results are saved in the samples testing folder below*. *allow a minimum of 5 business days.*

When testing new items, the QA&D Chef will:

- ☐ Complete a New Product/Samples Testing Form
- ☐ Save completed forms in the Samples Testing Folder
- ☐ Track samples on the Vendor Tracker for Samples

Purchasing: Procedures for adding New Retail/C-Store Packaged Items

When requesting a new prepackaged item to be sold in Retail & C-Store locations the Unit Manager should download and fill out the New Item Form and submit to the CWI/Purchasing Team for approval. Additionally, follow the steps within the SSIT MICROS PROCEDURES.

Cornell Dining FSS Quick Sheet New Item & Recipe Procedure Links

Recipes: **Procedures for adding New or Making Changes to Existing Recipes**

Chefs should check FSS for existing recipes & verify with the Manager Food Service Systems for recipe duplication before submitting a new recipe request form. **New recipes will not be added to FSS if a similar recipe already exists**. NOTE: Items in blue below are links to online Documents. Once the recipe request is received the initial concept & recipe will be reviewed for standards following the Cornell Dining established FSS Recipe Review Procedures. (5 business days) Additionally please follow established Service Menu Review dates & Residential Menu Standards. In order to maintain database integrity, the FSS Manager will determine either:

1. **A NEW RECIPE should be submitted:** see the testing procedures below for the appropriate unit operations:

   - **RETAIL OPERATIONS:** NEW Recipe Testing Procedures

   or
   - **RESIDENTIAL DINING OPERATIONS:** NEW Recipe Testing Procedures

2. **To CHANGE an EXISTING Recipe:** see the testing procedures below for submitting a request to make changes or correction needed to existing recipes for both RESIDENTIAL & RETAIL operations

   - **EXISTING R ECIPES:** Procedures f or C hanging

SSIT: **Procedures for Adding or Changes to Recipe Items that are Sold in Retail Locations**

Please follow the SAS IT Micros Procedures to add or make changes to items on Micros terminals.

   - **SSIT MICROS PROCEDURES**

Please follow these tasks and timelines established by SSIT when setting up an entirely new RETAIL unit.

   - **SSIT New Unit Preparation Tasks & Timelines**