



Culturally Inclusive
Recipe Toolkit

RECIPE REVIEW CHECKLIST

The recipe review checklist is a tool to verify the recipe includes all of the information required to move into the recipe testing phase.

REVIEW STEPS	QUESTIONS	YES	NO	N/A	ACTION NEEDED
Title	Does the recipe title accurately reflect the dish?				
	Is the title appealing to customers?				
Recipe Category	Is the recipe marked with the correct category for use in the school meals program?				
Ingredients	Is each ingredient used in the recipe on the ingredient list?				
	Are the ingredients listed in the order they are used?				
	Does each ingredient name indicate product type/form (i.e., fresh, frozen, canned [drained, packed in syrup, packed in juice], dried, dehydrated, cooked)?				
	Does each ingredient name indicate the pre-preparation technique to be applied to the ingredient (i.e., peeled, sliced, chopped, diced, grated, minced) and size, if applicable (¼ inch, ½ inch)?				
Weight or Volume	Is there a weight or volume listed for each ingredient?				

REVIEW STEPS	QUESTIONS	YES	NO	N/A	ACTION NEEDED
Directions	Do the written directions clearly describe exactly what needs to be done to prepare the recipe?				
Food Preparation (hot and cold) and holding temperature and cooking preparation time	Is the preparation temperature stated on the recipe?				
	Is the cooking time stated on the recipe?				
	Have time standards been established for the preparation of the recipe?				
Serving Size	Is the serving size stated on the recipe?				
	Is the serving weight given?				
	Are the directions given for how to divide the product into individual servings?				
Recipe Yield	Is the recipe yield indicated?				
Equipment	If preparation equipment is needed, is it indicated?				
	Is the cooking equipment indicated?				
	Is the serving utensil listed?				

REVIEW STEPS	QUESTIONS	YES	NO	N/A	ACTION NEEDED
Food Safety Guidelines	Have the Critical Control Points been identified for each step of the process?				
	Has a HACCP Approach Process been identified?				
Nutrient Analysis	Is the nutrient analysis accurate and meets the desired nutrient profile?				
Crediting Statement	Are meal components appropriately credited?				

Adapted from the [USDA Recipe Standardization Guide for School Nutrition Programs](#) Refer to the guide for more information.

This project was funded using U.S. Department of Agriculture grant funds. This institution is an equal opportunity provider.

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