

APPENDIX C
**SAMPLE STANDING OPERATING PROCEDURES
 FOR MENU ITEMS NOT LISTED IN TM 10-412**

This appendix provides a basic dining facility SOP format that you can tailor for your dining facility needs. Remember that the starting amounts and the replenishing amounts will vary from facility to facility, and so will the types of equipment being used. The starting amounts listed in this appendix are for example only. When you are developing your own SOPs, remember to include those items not shown in the appendix that you determine your facility needs. The following instructions will assist you in tailoring this SOP to your local operating conditions:

COLUMNS	A	B	C
	SOP NO	MENU ITEM	INSTRUCTIONS
	1. a.	<u>ORANGE JUICE, FROZEN</u>	
		1. PREPARATION TIME	- 1 hour prior to serving
		2. STARTING AMOUNT	- 15 each, 32 fluidounce cans
		3. REPLENISH AMOUNT	- 5 each as needed
		4. TYPE OF CONTAINER	- juice dispenser
		5. WHERE	- self-service line
		6. SPECIAL INSTRUCTION	- Follow directions on can, prepare night before, place in 15-gallon pot under refrigeration.

1. COLUMN A, SOP NUMBER: When assigning SOP numbers, start with Number 1, and continue until all SOPs have a number. If more than one like item falls under the same category, subdivide by assigning a subletter to the same number to better identify the item. For example, if SOP 1.a. is for orange juice, frozen, SOP 1.b. might be for grape juice, frozen. If your facility is using the Army Food Management Information System (AFMIS), assign SOP numbers using the numbers already assigned in AFMIS.

2. COLUMN B, MENU ITEM: Place the name of the item for which you wish to create an SOP (such as, ORANGE JUICE, FROZEN) in this column, and the instruction guidelines.

3. COLUMN C, INSTRUCTIONS: Place the instructions for the guidelines here that you want your cooks to follow. Information should be direct and to the point. For example: "follow directions on can" is easier to understand than "look at the can and read and follow the directions."

a. 1. Column C, PREPARATION TIME: Allow the cooks enough time to read the SOP, gather all the ingredients, prepare the product, and have at least 15 minutes left to place it on the line. Remember to use backwards-planning when deciding times, (for example, the product (orange juice) can take 5 minutes to prepare three cans, and if you have 25 cans, it could take a cook 30 minutes to prepare them). In our first example, backwards-planning would be as follows: 15 minutes for setting up the serving line, 30 minutes for the preparation of the orange juice, and 15 minutes for gathering the ingredients and reading the SOP and the production schedule; therefore, the total preparation time listed should be approximately one hour.

b. 2. Column C, STARTING AMOUNT: This is the amount of an item with which you want your cooks to start the meal (for example, 16 each, 1 pound, or one container of an item). You also need to state the size or weight of the items, such as: 32-fluid ounce can, bottle 6-ounce, or 2-pound box. This will help give your cooks specifics as to the quantity to be used and different type of cans, boxes, or bottles to be used.

c. 3. Column C, REPLENISH AMOUNT: This is where you let the cooks know exactly what amount you want them to back up the line with. Along with the written instructions you should also let your cooks, food service workers, and so forth, know they must use common sense when replenishing the line. For example, they should not replenish the soft-serve ice cream if 15 minutes are left until the dinner meal is over and the soft-serve ice cream runs out. Although your SOP calls for a replenish amount of 5 gallons, your cooks should know that they might only need 1 gallon to finish the meal. They should replenish only with the quantity needed to complete the meal.

d. 4. Column C, TYPE OF CONTAINER: Here you explain what size serving pan to place the item in, or indicate the piece of equipment that the product goes with, (for example, 1/3 line pan, 1/2 line pan, 1/3 inch line pan 6 inches deep, juice dispenser, or soft-serve ice cream machine).

e. 5. Column C, WHERE/SERVING UTENSIL: Most items prepared (used) in SOPs are for self-service and should be positioned on the self-service line, salad bar, or at other locations designated by your SOP. The words "SERVING UTENSIL" will be added to this line when the need exists. (For example, when lettuce is in an SOP for a salad bar, include tongs here, or if you use syrup no 10 can, you will need a 1- or 2-ounce ladle to serve it with.)

f. 6. Column C, SPECIAL INSTRUCTIONS: Here you tell the cooks anything that may help them better understand what must be done with the item, (for example, prepare night before, follow heating instructions on the package). You may also refer the cook to the special instructions on the production schedule when required. (For an example, see assorted salad dressings (SOP 26).)

ATSM-CES-OA (25-30q)

23 APRIL 1991

MEMORANDUM FOR FOOD ADVISOR/FOOD SERVICE PERSONNEL

SUBJECT: Standing Operating Procedures (SOP) (Garrison Operations) HHC, 1/63 INF, Fort Wright, KY 00000-0000

SOP
NO

MENU ITEM

INSTRUCTIONS

1. a. ORANGE JUICE, FROZEN

PREPARATION TIME - 1 hour prior to serving time
 STARTING AMOUNT - 15 each, 32-fluidounce cans
 REPLENISH AMOUNT - 5 each as needed, 32-fluidounce cans
 TYPE OF CONTAINER - juice dispenser
 WHERE - self-service line
 SPECIAL INSTRUCTIONS - Follow directions on can, prepare night before, place in covered 15-gallon pot under refrigeration.

b. GRAPE JUICE, FROZEN

PREPARATION TIME - 1 hour prior to serving time
 STARTING AMOUNT - 12 each, 32-fluidounce cans
 REPLENISH AMOUNT - 4 each as needed, 32-fluidounce cans
 TYPE OF CONTAINER - juice dispenser
 WHERE - self-service line
 SPECIAL INSTRUCTIONS - Follow directions on can, prepare night before, place in covered 10-gallon pot under refrigeration.

c. GRAPEFRUIT JUICE, FROZEN

PREPARATION TIME - 1 hour prior to serving time
 STARTING AMOUNT - 8 each, 32-fluidounce cans
 REPLENISH AMOUNT - 2 each as needed, 32-fluidounce cans
 TYPE OF CONTAINER - juice dispenser
 WHERE - self-service line
 SPECIAL INSTRUCTIONS - Follow directions on can, prepare night before, place in covered 10-gallon pot under refrigeration.

2. a. ASSORTED CANNED JUICES

PREPARATION TIME - 45 minutes prior to serving time
 STARTING AMOUNT - 6 each, no 3 cylinder cans
 REPLENISH AMOUNT - 1 each as needed, no 3 cylinder can
 TYPE OF CONTAINER - juice dispenser
 WHERE - self-service line
 SPECIAL INSTRUCTIONS - Chill overnight, shake cans prior to opening. See special instructions on the production schedule for type(s) to be used.

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b. ASSORTED CANNED JUICES, EZ OPEN

- PREPARATION TIME - 45 minutes prior to serving time
- STARTING AMOUNT - 48 each, 6-fluidounce cans
- REPLENISH AMOUNT - 12 each as needed, 6-fluidounce cans
- WHERE - salad bar
- SPECIAL INSTRUCTIONS - Chill overnight. See special instructions on the production schedule for type(s) to be used.

3. a. ASSORTED FRESH FRUIT

	<u>APPLES</u>	<u>ORANGES</u>	<u>PEARS</u>
PREPARATION TIME	- 1 hour prior	1 hour prior	1 hour prior
STARTING AMOUNT	- 35 pounds	30 pounds	20 pounds
REPLENISH AMOUNT	- 10 pounds	10 pounds	10 pounds
TYPE OF CONTAINER	- 8" line pan	8" line pan	8" line pan
WHERE	- salad bar	salad bar	salad bar
SPECIAL INSTRUCTIONS	- Wash fruit thoroughly before placing in line pan. See special instructions on the production schedule for type(s) to be used.		

b. ASSORTED FRESH FRUIT

	<u>BANANAS</u>	<u>TANGERINES</u>	<u>GRAPES</u>
PREPARATION TIME	- 1 hour prior	1 hour prior	1 hour prior
STARTING AMOUNT	- 40 pounds	30 pounds	30 pounds
REPLENISH AMOUNT	- 10 pounds	10 pounds	10 pounds
TYPE OF CONTAINER	- 8" line pan	8" line pan	8" line pan
WHERE	- salad bar	salad bar	salad bar
SPECIAL INSTRUCTIONS	- Do not place bananas in refrigeration. Wash fruit prior to placing in serving pan. See special instructions on the production schedule for type(s) of fruit(s) to be used.		

4. CANTALOUPS AND HONEYDEW MELONS

- PREPARATION TIME - 45 minutes prior to serving
- STARTING AMOUNT - 2 each
- REPLENISH AMOUNT - 1 each as needed
- TYPE OF CONTAINER - 6" line pan
- WHERE/SERVING UTENSIL - salad bar/tongs
- SPECIAL INSTRUCTIONS - See special instructions on the production schedule for type(s) to be used. Wash and cut melons in half, remove the seeds in cantaloupe and honeydew melons, and slice melons into 1/2-inch-thick wedges.

5. JAMS AND JELLIES, INDIVIDUAL

- PREPARATION TIME - 30 minutes prior to serving
- STARTING AMOUNT - 100 each, 1/2-ounce cup 100 count
- REPLENISH AMOUNT - 50 each as needed
- TYPE OF CONTAINER - separate 1/3 line pans for different types
- WHERE - salad bar
- SPECIAL INSTRUCTIONS - See special instruction on production schedule for type(s) to be used.

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6. JELLY AND JAMS, JARS
 PREPARATION TIME - 45 minutes
 STARTING AMOUNT - 1 each, 2-pound glass jar
 REPLENISH AMOUNT - 1 jar each as needed, 2-pound glass jar
 TYPE OF CONTAINER - wooden bowls
 WHERE/SERVING UTENSIL - salad bar/1 tablespoon per bowl
 SPECIAL INSTRUCTIONS - See special instructions on the production schedule for the different type(s) to be used.

7. MAPLE SYRUP CANNED
 PREPARATION TIME - 1 hour prior to serving
 STARTING AMOUNT - 1 each, no 10 size can
 REPLENISH AMOUNT - 1 each as needed, no 10 size can
 TYPE OF CONTAINER - 1/2 line pan
 WHERE/SERVING UTENSIL - last slot on the hot line/1-ounce ladle
 SPECIAL INSTRUCTIONS - Heat syrup in covered half pan for 10 minutes in vegetable steamer.

8. MAPLE SYRUP INDIVIDUAL
 PREPARATION TIME - 1 hour prior to serving
 STARTING AMOUNT - 100 each, 100 count individual-size bags
 REPLENISH AMOUNT - 50 each as needed
 TYPE OF CONTAINER - 1/2 line pan
 WHERE/SERVING UTENSIL - last slot on the hot line/tongs
 SPECIAL INSTRUCTIONS - Follow heating instructions on bag.

9. WAFFLES, FROZEN, BROWN AND SERVE
 PREPARATION TIME - 1 hour prior to serving, preheat oven
 STARTING AMOUNT - 15 pounds, 1-pound package or box
 REPLENISH AMOUNT - 1 pound as needed, 1-pound package or box
 TYPE OF CONTAINER - 4" line pan
 WHERE - hot line
 SPECIAL INSTRUCTIONS - Follow the directions on the package or box, as appropriate.

10. MELTED BUTTER
 PREPARATION TIME - 1 hour prior to serving
 STARTING AMOUNT - 3 pounds, 1-pound prints
 REPLENISH AMOUNT - 1 pound as needed, 1-pound print
 TYPE OF CONTAINER - 1/2 line pan
 WHERE/SERVING UTENSIL - last slot on the hot line/basting brush
 SPECIAL INSTRUCTIONS - Melt slowly in large frying pan.

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11. BUTTER PATTIES, READY TO SERVE
PREPARATION TIME - 30 minutes prior to serving
STARTING AMOUNT - 3 pounds, 90 patties per pound
REPLENISH AMOUNT - 1 pound as needed
TYPE OF CONTAINER - butter dispenser
WHERE - self-service line, next to juice machines
SPECIAL INSTRUCTIONS - Clean dispenser after each meal.

12. MILK, LOW-FAT, 6-GALLON CONTAINER
PREPARATION TIME - 1 1/2 hour prior to serving time
STARTING AMOUNT - 1 container per empty container
REPLENISH AMOUNT - 1 container per empty container
TYPE OF CONTAINER - milk machine
WHERE - self-service line
SPECIAL INSTRUCTIONS - Milk tubes will be cut diagonally approximately 1/2 inch from the base of the cutoff valve.

13. MILK, 1/2 PINT
PREPARATION TIME - 30 minutes prior to serving
STARTING AMOUNT - 100 white, 50 chocolate, 25 skim
REPLENISH AMOUNT - 25 each as needed
TYPE OF CONTAINER - 4" deep line pan
WHERE - salad bar
SPECIAL INSTRUCTIONS - Do not add ice to the pans; ensure the salad bar is plugged in 45 minutes prior to serving time. See special instructions on the production schedule for type(s) to be used.

ASSORTED YOGURTS
PREPARATION TIME - 15 minutes
STARTING AMOUNT - 25 each, 8-ounce containers
REPLENISH AMOUNT - 25 each as needed, 8-ounce containers
WHERE - salad bar
SPECIAL INSTRUCTIONS - See special instruction on the production schedule for the different type(s) to be used.

15. ASSORTED BREADS
PREPARATION TIME - 30 minutes prior to serving
STARTING AMOUNT - 3 loaves of sliced white, 1 wheat, 1 rye
REPLENISH AMOUNT - 1 loaf each as needed
TYPE OF CONTAINER - bread dispenser
WHERE - self-service line
SPECIAL INSTRUCTIONS - Use freshest bread on hand for each meal.

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16. TOAST
 - PREPARATION TIME - 45 minutes prior to serving, turn on toaster
 - STARTING AMOUNT - 20 loaves white, 10 wheat, 5 raisin
 - REPLENISH AMOUNT - 10 loaves white, 5 wheat, 2 raisin
 - TYPE OF CONTAINER - 4" line pan
 - WHERE/SERVING UTENSIL - serving line under the heat lamp/tongs
 - SPECIAL INSTRUCTIONS - Start making toast 15 minutes prior to serving time.

17. HAMBURGER BUNS
 - PREPARATION TIME - 1 hour prior to serving, turn on bun warmer
 - STARTING AMOUNT - use amount needed for hamburgers
 - REPLENISH AMOUNT - as needed, 8 buns per package
 - TYPE OF CONTAINER - bread warmer
 - WHERE - behind short-order serving line
 - SPECIAL INSTRUCTIONS - Place buns in warmer 30 minutes prior to serving.

18. FRANKFURTER ROLLS
 - PREPARATION TIME - 1 hour prior to serving, turn on bun warmer
 - STARTING AMOUNT - use amount needed for frankfurters
 - REPLENISH AMOUNT - as needed, 8 rolls per package
 - TYPE OF CONTAINER - bread warmer
 - WHERE - behind short-order serving line
 - SPECIAL INSTRUCTIONS - Place rolls in warmer 30 minutes prior to serving.

19. ICE CREAM CONES
 - PREPARATION TIME - 20 minutes
 - STARTING AMOUNT - 1 box, 100 servings per box, wafer type
 - REPLENISH AMOUNT - 1 box as needed, 100 servings per box
 - WHERE - next to soft-serve ice cream machine
 - TYPE OF CONTAINER - 6" line pan with lid

20. SOFT-SERVE ICE CREAM
 - PREPARATION TIME - 2 hours prior to serving
 - STARTING AMOUNT - 6 gallons each, chocolate and vanilla
 - REPLENISH AMOUNT - 3 gallons each as needed
 - TYPE OF CONTAINER - soft-serve ice cream machine
 - WHERE - self-service line
 - SPECIAL INSTRUCTIONS - Operation and cleaning instructions are located on the side of the machine.

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21. TEA BAGS
PREPARATION TIME - 1 hour prior to serving
STARTING AMOUNT - 1 box, 100 count individuals per empty box
REPLENISH AMOUNT - 1 box, 100 count individuals per empty box
TYPE OF CONTAINER - serve from the original box
WHERE - self-service line, next to coffee urn
SPECIAL INSTRUCTIONS - Close box after each meal.
22. CARBONATED BEVERAGES
PREPARATION TIME - 2 1/2 hours prior to serving
STARTING AMOUNT - 1 metal container per empty container
REPLENISH AMOUNT - 1 metal container per empty container
TYPE OF CONTAINER - carbonated-beverage dispenser
WHERE - self-service line
SPECIAL INSTRUCTIONS - Lock beverage machine after each meal. See special instructions on the production schedule for type(s) to be used. Hookup and cleaning instructions are located on the side of the dispenser.
23. DECAFFEINATED COFFEE, INSTANT
PREPARATION TIME - 1 hour
STARTING AMOUNT - 1 each, 100 count box, per empty box
REPLENISH AMOUNT - 1 each, 100 count box, per empty box
TYPE OF CONTAINER - leave in original box
WHERE - next to the coffee urn
SPECIAL INSTRUCTIONS - Close the lid on the box at the end of the serving period.
24. BEVERAGE BASE
PREPARATION TIME - 3 hours prior to serving
STARTING AMOUNT - 3 packages
REPLENISH AMOUNT - 1 package each type(s) as needed
TYPE OF CONTAINER - juice dispenser
WHERE - self-service line
SPECIAL INSTRUCTIONS - Follow directions on package. See special instructions on the production for the type(s) to be used.
25. ASSORTED SALAD DRESSINGS, INDIVIDUAL
PREPARATION TIME - 1 hour
STARTING AMOUNT - 100 each, 100 count individual servings
REPLENISH AMOUNT - 50 each type(s) as needed
TYPE OF CONTAINER - 1/3 line pan
WHERE - salad bar
SPECIAL INSTRUCTIONS - See special instructions on the production schedule for type(s) to be used (including low-calorie).

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26. ASSORTED SALAD DRESSINGS, JARS
 PREPARATION TIME - 30 minutes prior to serving
 STARTING AMOUNT - 3 bottles each, 16-ounce glass jars
 REPLENISH AMOUNT - 1 bottle each as needed
 WHERE - salad bar
 SPECIAL INSTRUCTIONS - Chill jars night before. Wash all jars after each meal, store partial bottles in refrigerator. See special instructions on the production for the type(s) (including low-calorie) to be used.
27. INDIVIDUAL CONDIMENTS HOT SAUCE STEAK SAUCE WORCESTERSHIRE
 PREPARATION TIME - 1 hour 1 hour 1 hour
 STARTING AMOUNT - 3 bottles, 6-ounce 3 bottles, 10-ounce 3 bottles, 10-ounce
 REPLENISH AMOUNT - 1 bottle each as needed
 WHERE - salad bar
 SPECIAL INSTRUCTIONS - Wash all bottles after each meal, store partial bottles under refrigeration. See special instructions on the production for the type(s) to be used.
28. CRANBERRY SAUCE, JELLED
 PREPARATION TIME - 1 hour
 STARTING AMOUNT - 3 each, no 303 size cans
 REPLENISH AMOUNT - 1 each as needed, no 303 size can
 TYPE OF CONTAINER - 1/3 line pan
 WHERE - salad bar
 SPECIAL INSTRUCTIONS - Chill night before, slice into 1/4-inch-thick slices, garnish pan with lettuce leaf.
29. COFFEE CREAMER, NONDAIRY, INDIVIDUAL
 PREPARATION TIME - 90 minutes prior to serving
 STARTING AMOUNT - 100 packages each, 100 packages per box
 REPLENISH AMOUNT - 100 packages each as needed
 TYPE OF CONTAINER - 1/3 line pan
 WHERE - Next to coffee urn, by tea bags.
30. CEREAL, PREPARED, PACKAGE ASSORTMENT
 PREPARATION TIME - 1 hour prior to serving
 STARTING AMOUNT - 72 servings, 72 servings per box
 REPLENISH AMOUNT - 20 packages as needed, 72 servings box
 WHERE - place on top of the salad bar
 SPECIAL INSTRUCTIONS - Place soup bowls (inverted) next to the cereal packages.

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31. POTATO CHIPS, INDIVIDUAL BAGS
 PREPARATION TIME - 20 minutes
 STARTING AMOUNT - 25 bags each, 1 1/2-ounce packages
 REPLENISH AMOUNT - 25 bags each as needed
 TYPE OF CONTAINER - 4" line pan
 WHERE - self-service line
32. APPLESAUCE
 PREPARATION TIME - 1 hour
 STARTING AMOUNT - 3 each, no 303 size cans
 REPLENISH AMOUNT - 1 each as needed, no 303 size can
 TYPE OF CONTAINER - 1/3 line pan
 WHERE/SERVING UTENSIL - salad bar/2-ounce ladle
 SPECIAL INSTRUCTIONS - Chill overnight.
33. GRATED PARMESAN CHEESE
 PREPARATION TIME - 15 minutes prior to serving
 STARTING AMOUNT - 2 each, 1-pound containers
 REPLENISH AMOUNT - 1 each as needed, 1-pound container
 WHERE - salad bar, with condiments
 SPECIAL INSTRUCTIONS - After the meal, place partial containers in the refrigerator behind the main-meal serving line.
34. CRACKERS, SODA, SALTED, INDIVIDUAL WRAPPED
 PREPARATION TIME - 1 hour prior to serving
 STARTING AMOUNT - 1/2 pound, from 2-pound box
 REPLENISH AMOUNT - 1/4 pound as needed, from 2-pound box
 TYPE OF CONTAINER - 1/3 line pan, 6" deep
 WHERE - self-service line next to soup pot
35. CHOW MEIN NOODLES
 PREPARATION TIME - 1 hour prior to serving
 STARTING AMOUNT - 1 each, no 10 size can
 REPLENISH AMOUNT - 1 each as needed, no 10 size can
 TYPE OF CONTAINER - 1/2 line pan, 4" deep
 WHERE/SERVING UTENSIL - salad bar, next to condiments/tongs
36. RELISH TRAY, SHORT ORDER LETTUCE TOMATOES ONIONS
 PREPARATION TIME - 90 minutes 90 minutes 90 minutes
 STARTING AMOUNT - 4 pounds 5 pounds 4 pounds
 REPLENISH AMOUNT - 2 pounds 2 pounds 2 pounds
 TYPE OF CONTAINER - 2" line pan 2" line pan 2" line pan
 WHERE/SERVING UTENSIL - salad bar/tongs
 SPECIAL INSTRUCTIONS - Wash produce per recipe M-G-1, shred lettuce, slice tomatoes thin on slicing machine, peel onions and slice thin on slicing machine.

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37. LEMON WEDGES

- PREPARATION TIME - 45 minutes prior to serving
- STARTING AMOUNT - 1 pound lemons
- REPLENISH AMOUNT - 1/2 pound lemons as needed
- TYPE OF CONTAINER - 1/3 line pan
- WHERE/SERVING UTENSIL - next to coffee urn/fork
- SPECIAL INSTRUCTIONS - Wash, cut in half, slice into four wedges per half.

38. SALAD BAR

- PREPARATION TIME - 3 hours
- STARTING AMOUNT - see quantities stated below
- REPLENISH AMOUNT - see quantities stated below
- TYPE OF CONTAINER - 1/3 line pan
- WHERE/SERVING UTENSIL - salad bar/tongs or tablespoon, as appropriate
- SPECIAL INSTRUCTIONS - See recipe cards M-G-1 and M-G-2 for washing, preparation, and storage instructions for fresh vegetables.

<u>SALAD BAR ITEMS</u>	<u>STARTING AMOUNTS</u>	<u>REPLENISH AMOUNTS</u>
lettuce, bite-size pieces	10 pounds	5 pounds
cabbage, shredded	2 pounds	2 pounds
tomatoes, wedge	4 pounds	2 pounds
green peppers, strips	3 pounds	1 pound
carrot strips	3 pounds	1 pound
celery strips	3 pounds	1 pound
cucumbers, pared, sliced	3 pounds	1 pound
onions, chopped	1 pound	1 pound
olives, green whole	1 ea, no 303 size can	1 ea, no 303 size can
olives ripe	1 ea, no 303 size can	1 ea, no 303 size can
ham, pear-shaped, chopped	3 pounds	2 pounds
jalapeno peppers	1/2, no 10 size can	1/2, no 10 size can

39. CATSUP, MUSTARD, SALAD DRESSING, AND PICKLE RELISH

- PREPARATION TIME - 1 hour
- STARTING AMOUNT - 100 each, 100 count individual servings
- REPLENISH AMOUNT - 50 each as needed
- TYPE OF CONTAINER - 1/3 line pan for each type
- WHERE - salad bar

Charles H. Berry
CHARLES H. BERRY
SFC, USA
Food Service Sergeant

FOOD ADVISOR _____ Approved/Disapproved _____ / _____
(name and rank) Date Ext
Reviewed _____ / _____
Reviewed _____ / _____
Reviewed _____ / _____