**DAILY FOOD PRODUCTION RECORD**

**Instructions**

**BEFORE DAY OF SERVICE**

Complete top portion:

* Date
* School/Site
* Menu
* Meal (check one: Breakfast, Lunch, Snack)
* Offer vs Serve, Meal (check appropriate box), Grade Levels
* Check one: Main Line, Sandwich Line, Other
* Number of Meals **Planned** for each grade group

Complete PLANNING SECTION:

1. List ingredient/menu item under appropriate meal component

List grade level groups, if applicable

B. Enter recipe # or product description and product code, serving size = creditable amount

C. Enter serving size for each grade group

D. Enter serving size per meal contribution (Column 4 in Food Buying Guide)

E. Enter purchase units per 100 (Column 5 in Food Buying Guide that corresponds to what was entered in Column D)

F. Enter planned number of meals for each grade group

G. Amount Needed:

For items listed in the Food Buying Guide, use this formula:

Column G = (Column C ÷ Column D X Column E X Column F) ÷ 100

For items not listed in the Food Buying Guide, use this formula:

Column G = Column C X Column F

H. List serving utensil to be used for each item for each grade group

Notes Section: Write any notes for you and/or your staff

Examples: Field trips, OVS history, how many pieces to cut an apple and/or orange, menu substitutions

**DAY OF SERVICE**

Complete DAY OF SERVICE section:

1. Enter total amount prepared for each item

J. Enter time, temperature (cooking or holding), and initials

K. Enter number of portions leftover

L. Enter number of adult portions served

Complete top portion:

* Number of Meals **Served** for each grade group

Food Service Manager signs “Reviewed By”

Manager acknowledges the Daily Food Production Record was completed accurately.