DAILY FOOD PRODUCTION RECORD
Instructions

BEFORE DAY OF SERVICE

Complete top portion:
- School/Site
- Meal Date
- Meal (check one: Breakfast, Lunch, or Snack)
- Offer vs Serve (check appropriate box)
- Grade Levels
- Menu
- Number of Meals **Planned** for each grade group, adults, and a la carte (if applicable)

COMPLETE <u>PEACH-COLORED</u> COLUMNS FOR ALL FOOD ITEMS PRIOR TO DAY OF SERVICE
- <u>Food Item</u>: List food item under appropriate meal component
- <u>Recipe # or Product Description</u>: Enter recipe #, product description, or product code
- <u>Grade Group</u>: Enter appropriate grade group
- <u>Serving Size</u>: Enter the serving size for each grade group (list in terms of number of pieces, cups, ounces, etc.)
- <u>Creditable Amount</u>: Enter creditable amount in terms of cups or ounce equivalents
- <u>Total Projected # of Servings</u>: Enter the total projected number of servings for each food item
- <u>Amount Needed</u>: Enter the amount needed for each food item (amount should be sufficient to meet total projected number of servings
- <u>Serving Utensil</u>: List serving utensil to be used for each food item for the corresponding grade group

COMPLETE <u>YELLOW-COLORED</u> COLUMNS FOR ALL FOOD ITEMS ON DAY OF SERVICE
- <u>Total Servings Prepared</u>: Enter the total servings prepared for each food item
- <u>Time & Temperature</u>: Enter time, temperature, when temperature is taken - cooking or holding (write 'C' for cooking, 'H' for holding), and initials

IMMEDIATELY FOLLOWING MEAL SERVICE
- <u>Total Servings Leftover</u>: Enter the total servings leftover for each food item
- <u>Number of Meals</u>: Enter the number of meals **Served** for each grade group, adults, and a la carte (if applicable)

Comments 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

Food Service Manager acknowledges the Daily Food Production Record was completed accurately by signing "Reviewed By" and "Date" lines on bottom of page