



Off-Site Menu Production Record

Complete and return daily, one form per program

Program Name:	Loc Code:	Total Enrollment of Program:	Date:
Prep School Site Name:	Loc Code:	Number in Attendance Today:	

Daily Meals Served Checklist MUST also be completed and returned to Cafeteria Manager daily.

1 Breakfast Components NNC Meals? Yes___ No___	2 Portion Size	3 Amount Prepared	4 Amount Received From Cafe	5			6 *Time: Beginning of Service	7 Adult Meals	8 Children Served	9 Amount Left
				Initial	Time	Temp				
Milk										
Juice, specify:										
Total cash collected for Adult Paid Meals in Column #7: \$ _____										

1 Lunch Components	2 Portion Size	3 Amount Prepared	4 Amount Received From Cafe	5			6 *Time: Beginning of Service	7 Adult Meals	8 Children Served	9 Amount Left
				Initial	Time	Temp				
Milk										
Total cash collected for Adult Paid Meals in Column #7: \$ _____										

Signature: Cafeteria Manager or Designee

Signature: Administrator/Coordinator

- All shaded areas are to be filled out by program coordinator; Cafeteria Manager completes all other areas.
- For contracted programs reported on Weekly Report #3 lines 7-24, only columns 1 through 5 need to be completed.
- To ensure the safety and quality of the food, all food must be served within one (1) hour of delivery.

Off-Site Menu Production Record

Instructions:

1. Food Services Manager completes Columns #1 through #3 of this Menu Production Record. Food Services Manager or designee must package food for transport.
2. For programs that pick up food:
 - a. Program coordinator will fill out columns #4 and #5 with the assistance of the Food Services Manager and /or employee. Coordinator will count, initial and record amounts, time and temperatures of items as cafeteria personnel assist by taking temperatures.
 - b. Provide a the form to the program coordinator.
3. Program Coordinator will complete all shaded areas.
 - a. Columns #4 and #5 must be completed by the program coordinator
 - b. Just prior to meal service, the temperatures must be taken and recorded in column 6 for all perishable items, e.g. sandwiches, juice, milk.
 - c. At the point of service (where the child receives his/her meal) each child receiving a reimbursable meal must have their name checked off on an approved checklist
 - d. At the end of service, the program coordinator or designee must count on the checklist the number of children and adults receiving a meal. Record these numbers in the Column 7(adult meals) and 8 (children served). All adults must pay for their meals.
 - i. Number of children served cannot exceed attendance, attendance cannot exceed enrollment.
 - e. Column #9:
 - i. List amount of un-served leftovers of each component.
 - ii. Leftovers must be returned to the cafeteria.
4. Program Coordinator will sign the form and return the completed copy to the cafeteria with any leftovers and the thermometer at the end of meal service.
5. Food Services Manager will verify all information is correct, sign the form, place meal counts within CMS and file the copy daily.

Students are served based on eligibility. All students without eligibility or who did not qualify must pay the co-pay for meal served.