DAILY MENU PRODUCTION RECORD

Item Number

1. **Date:** Enter the date showing the month, day, and year.

2. **Site Name:** Enter the name of the site.

3. **Meal Service:** When completing the production record for a snack, lunch, or supper, circle the appropriate meal service.

4. **Meal Pattern:** This column identifies the required components for each meal service.

5. **Food Item:** Enter the name of the food used to meet the corresponding component requirement. If a combination menu item like sub sandwich is used to meet the requirements for multiple components, then it must be recorded as turkey, ham, and cheese for the meat/meat alternate and hoagie roll as the grain/bread.

6. **Portion Size:** Enter the portion or serving size of each food item served. Serving sizes can be shown in measures such as cup, weight, or number.
   - Sliced peaches—½ cup
   - Green beans—¼ cup
   - Hamburger patty—2 ounces
   - Apple—1 medium

7. **Quantity Used:** Enter the quantity of each food item used to meet the meal requirements. If a standardized recipe was used, simply state “recipe.” The standardized recipe must be on file.
   - Applesauce—3 #10 cans
   - Dinner roll—6 8-count packages
   - Spaghetti with meat sauce—Recipe
   - Diced chicken—10 pounds

8. **Number of Servings Children:** Enter the number of children served at the meal.

9. **Number of Adult Servings:** Enter the number of adults (program and non-program) served at each meal.

10. **Leftovers:** Enter the number of leftovers on the production record. Tracking leftovers assists in future menu planning and preparation.