

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— $\frac{1}{2}$ cup
 - Green beans— $\frac{1}{4}$ 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.