

## DAILY FOOD PRODUCTION RECORDS

Production records are documentation of the type and amount of food produced for reimbursable meals. They are also a planning tool. They provide a record that the meals served met federal Child Nutrition requirements.

Daily food production records should include the following:

- A) Menu Item – list food item(s) as it appears on the menu. One menu item may provide two meal components, for example, pizza.
- B) Recipe Number/Code – the number of the standardized recipe used to produce the final product. USDA recipes are assigned numbers. Code is vendor code number.
- C) Portion Size – the amount of each menu item to be served for a specific age/grade group. Example: 6 chicken nuggets, 2 oz. hamburger patty.
- D) Number of portions planned.
- E) Quantity of Food Used – the actual amount of food used in preparation given in units, such as pounds, #10 cans, dozens, pieces, etc.
- F) Cooking Time/Temp – record internal temperature of food item upon completion of reaching the required cooking temperature. Record time temperature of food item(s) is taken.
- G) Corrective Action Code – if corrective action is necessary, list SOP number based on NFSMI HACCP based SOPs. (Note corrective action taken on corrective action log, located in food safety plan manual at each prep or serving site)
- H) Serving Time/Temp – record internal temperature of food item(s) prior to serving. Record time temperature of food item(s) is taken.
- I) Actual number of portions prepared.
- J) Actual number of portions served.
- K) Leftovers – leftovers are counted after students have been served, but before food is thrown away. There should not be zero portions listed as left over for each item.

Other information that is often seen on production records that provides helpful information, but is not required:

Leftover Code – freezer, cooler, waste.

Substitutions – must indicate what foods were substituted for the planned food.

Comment space to note special conditions that may affect participation, ie: field trips, flu season, bad weather.

Note: Central or base kitchens should keep records of the amount of food shipped to each satellite or receiving kitchen as well as total production for that site.