

Completing a Production Record

All Child Nutrition Program Sponsors must keep food production records. A sample Production Record is provided for RCCIs. The format may be changed, however, the following information should be included.

1. Age Group:

Identify the age group to be served. Any adjustments to portion sizes made for the age groups must be shown for all menu items, recipes, and food products.

2. Day's Menus and/or Recipe #:

List the menu for the day. Three spaces are provided for multiple menus/entrees (A,B,C).

3. Menu Items:

List all food items, including condiments and items on salad or potato bars. Include the form used (i.e. chopped, baked, etc.)

4. Portion/Serving Sizes:

The portion size must be indicated on the production record to ensure that the correct portion size is *planned, prepared, and served*. Use separate lines on the production record if the portion size is adjusted for age. (See portion size for various serving utensils in the United States Department of Agriculture's (USDA) Menu Planner for Healthy School Meals).

5. Total Projected Servings:

List the approximate number of servings needed of each menu item. Past production records can help to accurately forecast future production figures for all menu items. (*All production records must be kept on file.*)

6. Amount of Food Used:

Record the actual amount of food used/served such as-

Hamburger Patty	220 servings
Chicken Nuggets	76 ¼ pounds

7. Actual Servings:

Record the number of servings of each menu item actually served to children, adults and a la carte sales.

8. Leftovers:

Record the amount of leftovers on the production record after the meal is served. You may also indicate if the leftovers will be frozen or be used within the next few days on the menu.

9. Comments:

Use the Comments spaces for special instructions and forecasting information.

10. Total Meals Served:

Record the total number of meals served to students, adults, and employees for the day.

