Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

Site:

Date:

Signature:

Age/Grade Group:

Breakfast	
Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Lunch	
Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Snack	
Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Comments:

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES								Hot = 135° Cold = 41°(4 hrs)
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *	Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs

*Leftovers Location: D=Discarded R=Refrigerator F=Freezer S=Storeroom **Corrective Action: D=Discarded; C=Chilled; H=Heated *revised 2/16/18; reviewed 7/1/24*

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES								Hot = 135° Cold = 41°(4 hrs)
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *	Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs