

Sample Menu Production Record



APPENDIX K

Daily Menu Production Record

Instructions

Item Number

1. Enter the calendar date showing month, day, and year and name of child care site.
2. Enter all menu items served on this date for the appropriate meal service.
3. Enter the name of each food used to meet meal or snack requirements. For a menu item like beef pot pie, the foods that meet the meal requirements at lunch or supper could be: beef cubes would meet the meat/meat alternate requirement; potatoes and carrots in the pie would meet part of the fruit/vegetable requirement; the pie crust would meet part or all of the grain/bread requirement.
4. Enter quantity of each ingredient or food item used to meet the meal requirements. Use weights, measures or number, (e.g., stew beef, 10 lbs; potatoes, 3 lbs; etc.).
5. Enter the portion or serving size of each menu item served (e.g., 5 oz pie, 1/2 cup juice). Serving sizes can be shown in measures (such as cup measures, scoop size, ladle size), weight, or number (such as medium apple).
6. Enter age group of children who are being served.
7. Enter number of child participants served at each meal/snack.
8. Enter the number of program adults served at each meal/snack (if applicable).
9. Enter the number of meals leftover (if applicable).

Daily Menu Production Record

(1) Date:		Site:						
Meal Pattern	Menu (2)	Food Item Used (3)	Quantity Used (4)	Serving Size (5)	AG (6)	CP (7)	PA (8)	LO (9)
Breakfast	Milk, Fluid Juice or Fruit or Vegetable Grain/Bread							
AM Snack	(Select 2) Milk, Fluid Juice or Fruit or Vegetable Grain/Bread Meat/Meat Alternate							
Lunch	Milk, Fluid Vegetable and/or Fruit (2 or more) Grain/Bread Meat/Meat Alternate							
PM Snack	(Select 2) Milk, Fluid Juice or Fruit or Vegetable Grain/Bread Meat/Meat Alternate							
Supper	Milk, Fluid Vegetable and/or Fruit (2 or more) Grain/Bread Meat/Meat Alternate							

AG—Age Group CP—Child Participants PA—Program Adults LO—Leftovers