Production Record Standard Operating Procedure

Purpose

To confirm that Food Service staff are properly filling out daily production records.

Scope

This procedure applies to any Food Service staff who are responsible for filling out daily production records.

Key Words

Daily Production Records

Instructions

1. Train Food Service staff on using the procedures in this SOP.
2. Follow State or Federal requirements.
3. Fill out production records daily.
    a. If using a paper production record, print out as soon as your work day begins or multiple copies before your week begins. Fill the correct column out by putting in:
        i. The total number of servings of items prepared.
        ii. The total number of servings left over.
            1. Total servings prepared minus servings leftover will help give you the total number of students served if using Bulk Entry into the POS system. It will also help know how many servings you may want to prepare the next menu cycle.
        iii. Record what happens to leftovers by choosing a column of: use next day, freeze, dispose of, or used as seconds.
4. If using K-12 software, go to production records and choose the correct production record by date.
    a. Fill the correct column out by putting in:

i.　The total number of servings of items prepared.

　　ii.　The total number of servings sold.

　　　　1.　This can either be found in an items sold/charged report or by subtracting your leftovers from prepared servings.

　　iii.　The total number of servings leftover should be automatically tallied by your K-12 software by entering the items prepared and sold.

　　　　1.　If not, take your total prepared servings minus items served to get the number of leftovers.

　　iv.　Record what happens to leftovers by choosing a column of: use next day, freeze, dispose of, or used as seconds.

Monitoring

1. Monitor and record the temperatures of all foods on their appropriate logs.
2. Monitor and record the total number of servings prepared per food item.
3. Monitor and record the total number of servings left over per food item.

Corrective Action

1. Retrain any Food Service staff found not following the procedures in this SOP.
2. Retrain Food Service staff to ensure they know how to fill out production records.
3. Follow up with Food Service staff.

Verification and Record Keeping

● The Supervisor or Director will verify that Food Service staff are assigned to maintain Production Records.

● Daily Production Records during all hours of operation. Food Service staff will record temperatures of prepared/served and unused food servings and document them on the daily production record.

● This form, paper or electronic, is to be kept on file for a minimum of 3 years.

Date Implemented _____ By _____

Date Reviewed _____ By _____

Date Revised_____ By _____