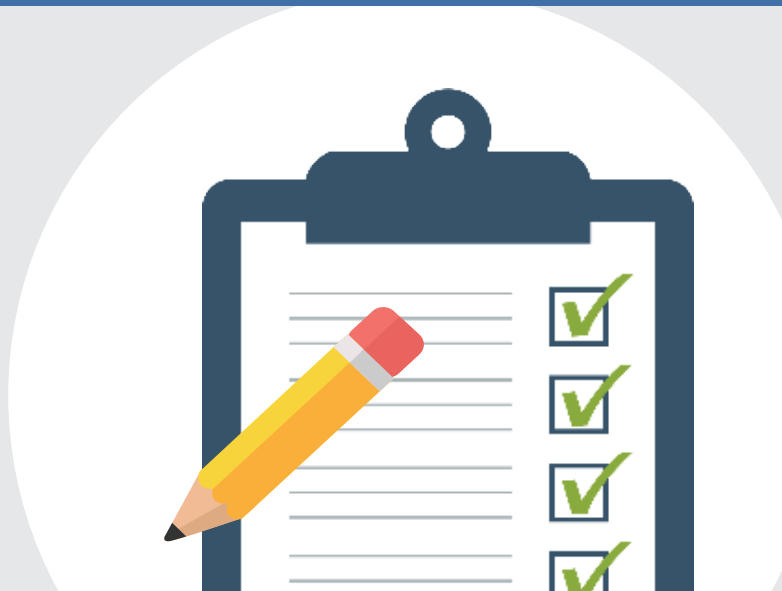


BEST PRACTICES FOR = COMPLETING = PRODUCTION RECORDS



Production records are required to meet Federal guidelines. These can be:

- Fully digital systems
- Partially digital systems
- Paper documentation

Production records can help with workflow and daily assignments, requiring less paperwork or work logs.



Good Practice Tips

- Complete production records with your team.
- Work closely with nutritional analysis and meal component worksheets for accurate data and audit readiness.
- Start and stop each day with production records.
- Document and gather information throughout the day.
- Keep tasks and systems simple.

A > B > C

Tips for Using Digital Records

- Streamline record-keeping with multiple locations/computer access.
- Purchase products using real-time perpetual inventory.
- Forecast kitchen production needs digitally.



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