

Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Dietary	SUBJECT: Production Sheets	SECTION: P
DATE: January 2005	Administrator: _____ <i>J. Hart</i>	POLICY: 1
REVISION DATES: September 2006	Dietary Director: _____	

PRODUCTION SHEETS

PURPOSE:

To ensure that the residents of Leamington Mennonite Home have sufficient amount of all foods and all food textures on a daily basis.

PROCEDURE:

The morning cook and afternoon cook will ensure that the daily production sheet is filled in response to the daily menu. These sheets will be used in the future to determine preparation quantities and ingredients.

If there is a change to the day's menu, the morning cook must make the appropriate changes to the production sheets before the start of preparations for the day.

Our production sheets will be used by the cooks to forecast amounts of food to prepare. As well give information to the cooks if any special directions are needed for the day.