

STATE DEPARTMENT OF EDUCATION SCHOOL
FOOD AND NUTRITION SECTION
DAILY FOOD PREPARATION WORK SCHEDULE

NAME OF WORKER	PREPARATION RESPONSIBILITY	AMOUNT TO BE PREPARED	TIME	RECIPE TO BE USED	SPECIAL INSTRUCTIONS	LEFTOVERS	
Day of week _____			Menu:				
Date _____							

1. The above is subject to change if absence occurs among workers or an emergency arises.
2. As a worker completes his/her responsibility, he/she is to help anyone else who has not completed their responsibility.