

Facility Name: \_\_\_\_\_ Sundown Count: \_\_\_\_\_  
Food Cost: \_\_\_\_\_

**DAILY FOOD SERVICE PACKET**

\_\_\_\_\_  
**DATE**

**Instructions: Use this checklist to verify on a daily basis that the following documents have been properly filled out. Attach documents and file. Retain all documents for one year in active file and four years in inactive file.**

\_\_\_\_\_ Sundown Count Sheet (Provided and signed by the Security Supervisor - refer to SOP 221.02, Count Procedures)

\_\_\_\_\_ Kitchen Requisition (Encumbered - signed by receiving Supervisor)

\_\_\_\_\_ Kitchen Requisition (Posted - signed by Food Service Director)

\_\_\_\_\_ Daily Pack Out Sheet (Refer to 409.04.06, Attachment 2)

\_\_\_\_\_ Food Service Meal Pack out Request (Refer to SOP 409.04.06, Attachment 1)

\_\_\_\_\_ Transaction History Report (Computer Printout)

\_\_\_\_\_ Cook's Worksheet (completed)

\_\_\_\_\_ Food Cost/Budget Report

\_\_\_\_\_ Diet Roster

\_\_\_\_\_ Sanitation Reports

\_\_\_\_\_ Temperature Checks - (refer to SOP 409.04.10, Attachment 2 for dishwashing machines, SOP 409.04.27, Attachment 3 for coolers and freezers, and SOP 409.04.27, Attachment 2 for food items)

\_\_\_\_\_ Spot Check Inventory (Refer to SOP 409.04.15, Attachment 1)

\_\_\_\_\_ Any other documents pertaining to daily activity

Signature: \_\_\_\_\_  
Food Service Director or Designee Date