Master Menu Item	Person Assigned	Time to prepare	Quantity to be prepared	Recipe Number	Portion Size	LEFTOVERS		Special Instructions/ Remarks
						Use	Discard	
BREAKFAST:								
LUNCH:								
Master Menu Item	Person Assigned	Time to prepare	Quantity to be prepared	Recipe Number	Portion Size	LEFTOVERS		Special Instructions/ Remarks
						Use	Discard	
SUPPER:								

Retention Schedule: This form shall be maintained in a local filing area for six (6) years, one year active and five years inactive, then destroyed.

PACKOUT:								

Retention Schedule: This form shall be maintained in a local filing area for six (6) years, one year active and five years inactive, then destroyed.