Kitchen Production Sheet

Portions to make = portions required plus buffer, rounded up. Batches round up to whole batches of your recipe yield.

Production date _____ **Kitchen lead** _____

Sheet revision _____

Event	Service date and time	Menu item	Dietary and allergen notes (from BEO)	Portions per batch	Portions required	Buffer %	Portions to make	Batches	Portions produced	Owner	Prep by	Cook by	Pack by	Final check (initials)

Total portions to make

Total batches

Final check: record whatever your food safety plan and local food code require (for example labels, temperatures, allergen separation). This sheet does not set limits or times.
Reference: FDA Food Code (model code; your state or local code is what applies): https://www.fda.gov/food/retail-food-protection/fda-food-code

How to use this template

1. Add one line per menu item per event, with the service date and time.
2. Enter the portions required and the portions one batch of your recipe yields; add a buffer percentage only if you plan to make extra.
3. Portions to make, batches and portions produced are calculated (batches round up to whole batches).
4. Assign an owner and prep, cook and pack deadlines, and copy dietary and allergen notes from the BEO.
5. Use the final check column to record the checks your own food safety plan requires before food leaves the kitchen.